

# Staff Privacy Notice

## What this notice is for

We want you to know what personal information we hold about you, why we use it, and how we keep it safe.

## What information we collect

We collect information we need to employ you, support you, and keep our schools safe. This includes:

- **Basic details** – name, address, contact details, date of birth
- **Employment information** – job role, contract, pay, attendance, training, performance
- **Recruitment information** – application forms, references, right-to-work checks
- **Safeguarding and vetting** – DBS number, barred list checks, relevant safeguarding records
- **Health information** – occupational health reports, sickness details, risk assessments
- **IT and security data** – email and system logs, device information, CCTV footage

We may receive information from you directly, from referees, DBS, occupational health, and our IT systems.

## Why we use your information

We use your data to:

- Recruit and appoint staff
- Pay you and manage pensions and benefits
- Meet safeguarding and safer recruitment duties
- Support your performance, training, and development
- Meet legal and employment obligations
- Keep our sites and IT systems secure
- Respond to audits, investigations, or legal requests

We only use your information when we have a lawful reason to do so.

## Our lawful bases

We process your information because:

- We need it to **employ and pay you**
- We have **legal duties** (e.g., safeguarding, tax, employment law)
- We carry out a **public task** (providing education)
- We have **legitimate interests** (e.g., IT security, workforce planning)
- You have given **consent** for optional things like marketing photos

For health and safeguarding information, we rely on employment law, public interest, and occupational health purposes.

## Who we share information with

We only share what is necessary and lawful. This may include:

- Local authority and Department for Education
- Payroll and pension providers
- Occupational health
- DBS and vetting bodies
- IT and system providers
- Auditors and regulators
- Police or courts (if legally required)

We do **not** routinely send staff data outside the UK.

## How long we keep your information

Examples include:

- Personnel file: **6 years** after you leave
- Payroll records: **6 years**
- Unsuccessful applications: **6 months**
- Safeguarding records: **10 years or until retirement age**

A full retention schedule is available if you need it.

## Your rights

You can:

- Ask to see the information we hold about you
- Ask us to correct anything that's wrong
- Ask us to delete or restrict information (in some cases)
- Object to certain uses of your data

- Withdraw consent (if you've given it)
- Complain to the ICO if you're unhappy

We encourage you to speak to us first so we can help.

## **Contact us**

If you have questions or concerns about your data, contact our:

### **Data Protection Officer**

West Norfolk Academies Trust Email: [dpo@westnorfolkacademiestrust.co.uk](mailto:dpo@westnorfolkacademiestrust.co.uk)