

Leverton Church of England Academy

Main Street, North Leverton, Retford, Nottinghamshire, DN22 0AD
Email: office@levertonacademy.co.uk Tel: 01427 880470



The school workforce

Who processes your information?

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Mrs Zoe Sirrell, can be contacted on 01427 880470 or z.sirrell@levertonacademy.co.uk

PCIG Consulting are the data protection officer, Paul Couldrey is the main contact. Their role is to oversee and monitor the school's data processing practices. This individual can be contacted on 01158386770 or info@pcdc.org.uk

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

Leverton Church of England Academy has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Leverton C of E Academy. Employees found to be working illegally could face prosecution by law enforcement officers. Incorrect records held on the employee.

Salary requirements:

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.



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For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- **Contractual requirements**
- **Employment checks, e.g. right to work in the UK**
- **Salary requirements**

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Maternity Information
- DBS Check information
- NCTL Teacher Check

[NB. The above list is exhaustive)

The collection of personal information will benefit both the DfE and Leverton Church of England Academy by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

Will your personal data be sought from third parties?

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

Where data is obtained from third parties, the personal data originates from the following sources:



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- Previous Employers
- Medical records from your GP
- University or college
- Outside agencies (local authority, NHS, DBS services)
- Payroll providers
- Pension Department
- NCTL

How is your information shared?

Leverton Church of England Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Personnel records
- Observation records
- Pay Data

How long is your data retained for?

Staff members' personal data is retained in line with Leverton Church of England Academy, Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Leverton Church of England Academy holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.



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Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Leverton Church of England Academy processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.levertonacademy.co.uk, the Gov.UK [website](#), or download our [GDPR Data Protection Policy](#) and [Records Management Policy](#).

Declaration

I,..... declare that I understand:

- Leverton Church of England Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Leverton Church of England Academy requires.
- Leverton Church of England Academy may share my data with the DfE, and subsequently the LA.
- Leverton Church of England Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Leverton Church of England Academy Records Management Policy.
- My rights to the processing of my personal data.

Name of staff member:

Signature of staff member:

Date:



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