



Privacy Notice (Ref 01MPTPN)



Mosaic Partnership Trust

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History of most recent changes

Version	Date	Page	Change	Origin of Change
V1.0	09/04/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Privacy Notice – Staff



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1.0 Privacy Notice (how we use school workforce information)

This is our Mosaic Partnership Trust Privacy Notice covering all our employees including volunteers, which details what data we hold on you and what we do with it (process) and how we keep it secure.

The categories of school workforce information that we collect, process, hold and share include the following:

Personal information (such as name, employee or teacher number, national insurance number, emergency contact information)

- Special categories of data including characteristics information such as gender, age, ethnic group, criminal conviction information,
- Contract information (such as start dates, hours worked, post, roles and salary information),
- Work absence information (such as number of absences and reasons),
- Qualifications (and, where relevant, subjects taught).

We collect, process and hold payroll information e.g. your bank account details which we share with our Payroll Provider (EPM).

We collect, process and hold your personal contact details but unless there is a legal or a vital interest for sharing such information (e.g. an emergency ill health situation) then we would not otherwise share such information without your consent.

We collect, process and hold relevant medical information but this will not be shared without your permission other than in an emergency ill health situation.

Our Payroll Provider collects, processes and holds pension details which will be shared with Teachers' Pensions, the Avon Pension Fund or the Wiltshire Pension Fund.

Why we collect and use this information We use school workforce data:

- to enable the development of a comprehensive picture of the workforce and how it is deployed;
- to inform the development of recruitment and retention policies;
- for general recruitment and employment relating to you including payroll, benefits, statutory deductions, correspondence, sickness monitoring, welfare and managerial reasons;
- to enable individuals to be paid;
- for financial modelling and planning;
- to enable us to carry out our legal responsibilities as an employer;
- so we can correspond and work with service providers and contract partners; to prevent and detect fraud;
- to comply with DBS/Right to Work requirements.



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2.0 The lawful basis on which we process this information

We process this information under the Education Act 1996 and the Data Protection Act 2018 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'. <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

3.0 Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

4.0 Storing this information

We hold school workforce data for the time specified in the Mosaic Partnership Trust (MPT)/school data retention policy.

5.0 With whom we share this information

We routinely share this information with:

- the Department for Education (DfE);
- EPM who are our payroll providers, HMRC and pension providers.

We may also share your personal data with:

- the Disclosure and Barring Service (DBS) who provide information about staff who work with children in our context;
- information required by Wiltshire or South Gloucestershire Council about school staff, e.g. in relation to child protection;
- The Education Funding Agency to prevent and detect fraud;
- central government departments including the Department for Work and Pensions and their data processors to carry out statutory functions, detect crime, prevent fraud and to check the validity of benefit payments.

6.0 Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

6.1 Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/ expenditure and the assessment of educational attainment. We are required to share information about our pupils with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.



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7.0 Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and,
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

8.0 Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Governance Professional and Compliance Officer gemma.goodman3@mosaicpt.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and,
- claim compensation for damages caused by a breach of the Data Protection regulations.



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If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9.0 Further information

If you would like to discuss anything in this privacy notice, please contact the Governance Professional and Compliance Officer (the email address is gemma.goodman3@mosaicpt.org.uk)

The Mosaic Partnership Trust is based at Parkwall Primary School, Earlstone Crescent, Cadbury Heath, Bristol BS30 8AA for the purposes of data protection law.

Our data protection officer is: Gemma Goodman (Governance Professional and Compliance Officer)