



## **PRIVACY NOTICE FOR INDIVIDUALS CONTRACTED TO PROVIDE SERVICES AT KESTON CE PRIMARY (the Academy)**

### **PART OF THE AQUINAS CHURCH OF ENGLAND EDUCATION TRUST (The Trust)**

The Academy collects a lot of data and information about contractors working at the Academy so that we can run effectively as a school and so that we and the Trust can comply with our safeguarding responsibilities. This privacy notice explains how and why we collect data from our contractors, what we do with it and what rights you have in relation to the personal data and information collected.

#### **Privacy Notice (How we use your information)**

We are a Church of England primary academy and part of the Trust, which is the data controller for the purposes of General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA). The Trust is a charitable company limited by guarantee under company number 07525735. The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ. For further information of the Trust please see [www.aquinastrust.org](http://www.aquinastrust.org). Although you provide your services at the Academy, your contract for the provision of services is with the Trust. Consequently, the Trust acknowledges its obligations to you under the data protection legislation in relation to your personal data and is committed to the principles of data protection as detailed in the Trust's Data Protection Policy.

#### **Why do we collect and use your information?**

We collect and use your information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for the performance of a contract with the data subject (Article 6 (b));
- c. where it is necessary for compliance with a legal obligation (Article 6 (c));
- d. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- e. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where the personal data we collect about you is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. In addition, the processing satisfies one of the requirements of 1 Part 2 of the DPA.

Please see the Trust's Data Protection Policy for a definition of sensitive personal data.

We use your data to support our statutory functions of running a school and in order to meet our safeguarding responsibilities, in particular:

- a. to ensure that you are recompensed for your services;
- b. to assess the need for the services provided;
- c. to assess the quality of the services provided by;
- d. for the protection and welfare of pupils and others in the Academy;
- e. for the safe and orderly running of the Academy.
- f. for the administration and business functions of the Academy.

**The categories of contractor information that we collect, hold and share include:**

- a. Personal information (such as name, address, date of birth);
- b. Contractual information (such as references, professional qualifications, employment checks including disclosure and barring service check, contract, job description, payment details);
- c. Medical Information (such as disability/ condition);
- d. Health and safety information (such as accident reports);
- e. Photographs taken for employment records and security cards which are held on the personal file and on the Academy's information management system;

From time to time and in certain circumstances, we might also process personal data about contractors, some of which might be sensitive personal data, including information about criminal proceedings / convictions, and child protection / safeguarding. This information is not routinely collected and is only likely to be processed by us in specific circumstances such as a child protection or criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about you when your contract for services with the Trust begins and it is updated during your time as a contractor of the Trust as and when new information is acquired or created. We may also ask you to review some of the personal information we hold to ensure that it is accurate.

**Collecting information about you**

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 the Data Protection Legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where appropriate, we will ask you to consent to processing personal data where there is no other lawful basis for processing it. Where you have given consent for the processing of personal information for a specific purpose, you are entitled to withdraw consent at any time.

**Storing your data**

We hold personal data in accordance with the Trust's Document Management and Retention Policy.

A significant amount of personal data is stored electronically, for example, on our database, information management systems, finance and payroll systems and IT systems. Some information may also be stored in hard copy format.

Data stored electronically will be saved within a hybrid solution across the Trust. On premises as part of a Local Area Network which is supported by either Atomwide, ATS or EIS and within the Microsoft Azure Cloud Platform. All Local Area Networks are appropriately backed up. Microsoft Azure Data Centres are located within the UK and Europe. The contracts with these providers contain the necessary provisions to ensure the security of personal data.

**Who do we share your information with?**

The contractor information and data we are provided with is routinely shared with senior leaders at the Academy and staff within Trust's human resources, payroll and finance departments, where necessary.

From time to time, we may also need to share your information other third parties including the following:

- the Police and law enforcement agencies;
- healthcare professionals;
- Courts, if ordered to do so;
- Local Authority Designated Officer;

- Prevent teams in accordance with the Prevent Duty on schools;
- our legal advisers;
- the Risk Protection Arrangement;
- Disclosure and Barring Service.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches. In the event that we share your personal data with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

### **Why we share your information**

We do not share information about you with anyone without consent unless the law allows us to do so.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information we hold about you ("Subject Access Request"). To make a request for your personal data, contact one of the following; although any written request for personal data will be treated as a Subject Access Request.:

The Trust's Data Protection Officer: Mary Capon by writing to her at Aquinas Trust, Magpie Hall Lane, Bromley BR2 8HZ or emailing her at [info@aquinatrust.org](mailto:info@aquinatrust.org) and inserting 'subject access request' in the subject box.

The Academy's Data Protection Lead: Mrs J Davall [admin@keston.bromley.sch.uk](mailto:admin@keston.bromley.sch.uk)

Subject to the section below, the legal timescales for us to respond to a Subject Access Request is one calendar month. As we have limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the Academy is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see the Trust's Data Protection Policy.

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 our data protection responsibilities.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Trust's data protection officer or the Academy's data protection lead. Alternatively, you can contact directly the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you have any queries regarding this notice or the use of your personal information, please contact:

- The Trust's data protection officer, Mary Capon, who can be contacted by writing to her at The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ, by emailing [info@aquinatrust.org](mailto:info@aquinatrust.org) or calling 0203949 7000.
- Alternatively, you can contact the head teacher Mrs J Evison or the Academy's data protection lead Mrs J Davall on 01689 858399 or [admin@keston.bromley.sch.uk](mailto:admin@keston.bromley.sch.uk).