

# How we use information about workers and volunteers

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*This document explains what information we collect about staff, how and why we collect it, how we use it, who we share it with, and what rights you have. For more information, see our [Data Protection Policy](#).*

## What we collect

We collect information about your:

- personal identifiers (such as your name and any unique reference numbers);
- contact details (such as your address, email address and phone number);
- suitability (such as your qualifications, employment history and references);
- characteristics (such as your birth date, ethnic background and disability status);
- employment (such as your job title, attendance record and any pecuniary interests you may have);
- performance (such as your training records, appraisal outcomes and any disciplinary proceedings);
- finances (such as your bank details, salary and any deductions you may have);
- wellbeing (such as any grievances you may raise);
- health records (such as doctor's details and any allergies or dietary requirements you may have);
- opinions and preferences (such as your answers to surveys);
- picture (such as your identification photograph and CCTV images); and
- destination (such as the reason for leaving your role and what you go on to do next).

Some of this information might be sensitive.

We might also collect your fingerprint. This is to make it easier for you to buy food in the canteen. You do not have to provide your fingerprint if you don't want to. You will still be able to buy food in the canteen.

## How we collect it

We get most of this information from you through things like:

- the form you complete when you first apply for the role;
- the data checking sheet you complete every now and then;
- the evidence you submit during your performance reviews;
- the responses you might give through staff voice surveys; and
- the exit survey you might complete when you leave your role.

In most cases, you have to give us this information. Sometimes, you will have a choice about whether you want to give us the information or whether you want to let us use it in a certain way.

We also get information about you from other places. This is usually from your previous employer(s), the Local Authority, the Department for Education, and the Disclosure and Barring Service. It may also include other organisations. This might be the case if you have deductions from your salary, for example.

## Why we collect it and how we use it

We collect and use this information for different purposes.

### **To help us run our academies** (*public task*)

We have to use this information so that we can run our academies, including to:

- recruit staff who are suitably eligible, qualified and experienced;
- make sure our staff receive continuous professional development training;
- deploy our staff in an effective and efficient way;
- inform the development of policies that support future recruitment and retention.

### **To allow us follow the law** (*legal obligation*)

We have to use some of this information because the law says we must, including to:

- keep our pupils safe and look after their wellbeing; and
- monitor equality and diversity.

### **To allow us to fulfil our obligations as an employer** (*contract*)

We have to use some of this information to carry out our role as an employer, including to:

- make sure you are paid correctly and on time;
- make sure tax, national insurance, pension contributions and any other deductions are made on your behalf; and
- review your performance and provide appropriate support to help you develop.

### **To help us promote our pupils and our academies** (*consent*)

We might want to use this information as part of our promotional work, including to:

- celebrate pupils' achievements on our website, on social media or in a newspaper;
- help us advertise our academies in our brochures and prospectuses.

We will always ask for consent before we use your information in this way. If you give your consent for us to do this, you can change your mind at any time.

We often need to use your information for more than one reason.

We need to keep some types of information for longer than others. To find out how long we keep information about you, see our [Retention Schedule](#).

## Who we share it with

Sometimes, we need to share your information with other organisations.

### **By law** (*legal obligation*)

The law says we need to share your information with:

- Her Majesty's Revenue and Customs (HMRC); and
- the Department for Education, under sections 113 and 114 of the Education Act 2005.

### **By contract** (*contract*)

Sometimes, we need to ask other organisations to help us do things. We might need to share your information with them so they can do that. These organisations are called our "data processors".

The main organisations we work with include:

- [Arbor](#), which gives us the management information system we use;
- [MHR](#), which gives us the human resources and payroll system we use;
- [BlueSky Education](#), which gives us the performance management system we use; and
- [The National College](#), which gives us the professional development system we use.

Whenever we share your information with a data processor, we will make sure they keep it safe.

## What rights you have

You have rights about how your information is used and kept safe. For example, you can:

- ask to see the information we have about you;
- say that you don't want us to use it;
- ask us to limit the way we use it;
- ask us to correct it if you think it's wrong;
- ask us to delete it; and
- complain about how we use it.

For more information about your rights, visit the ICO's website: [www.ico.org.uk/your-data-matters/](https://www.ico.org.uk/your-data-matters/).

## Complaints

We take complaints about data protection very seriously.

If you have any concerns about how we collect or use personal information, please let us know by contacting our Data Protection Officer (see the next section, called "Contact us").

If you are not happy with the way we respond to your concerns, you can make a complaint to the ICO:

<https://ico.org.uk/make-a-complaint>

0303 123 1113

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

Summit Learning Trust is the data controller for the personal information processed by the Trust and its academies. Our Data Protection Officer is a company called S4S.

If you want to see the information we have about you, please [use this form](#).

If you have any questions or concerns about anything mentioned in this privacy notice, please contact our Data Protection Officer. You can contact them by post or by email:

Data Protection Officer  
Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[dpo@summitlearningtrust.org.uk](mailto:dpo@summitlearningtrust.org.uk)

If you need to contact Summit Learning Trust for another reason, you can contact us by post or by email:

Summit Learning Trust (c/o Ninestiles, an Academy)  
Hartfield Crescent, Acocks Green, Birmingham, B27 7QG

[enquiries@summitlearningtrust.org.uk](mailto:enquiries@summitlearningtrust.org.uk)