Breakthrough Transformation Trust

Our Privacy Notice: Staff Information

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

- personal information (such as name, employee or teacher number, national insurance number, photograph and address)
- special categories of data including characteristics information such as gender, age, nationality, ethnic group, health
- contract and employment information (such as start dates, hours worked, post, roles and salary information, appraisal and disciplinary information)
- work absence information (such as number of absences and reasons, occupational health information)
- qualifications (and, where relevant, subjects taught)
- safeguarding (such as employment checks, references and DBS information)
- financial (such as bank details to enable payment of salary and expenses)

Why we collect and use this information

- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to recruit, retain, train, appraise, manage the welfare and performance of staff
- to enable individuals to be paid, pension contributions made and tax and NI deducted
- to undertake our responsibilities for safeguarding children
- to provide employee services and benefits (such as childcare vouchers and pensions)
- to enable the provision of education and pastoral care to our students
- to communicate with you
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide ICT and information services
- to maintain staff records
- to monitor equal opportunities
- to ensure staff and student safety and security, to prevent and detect crime
- to promote the charity and its activities
- to carry out audits (e.g. to ensure compliance with our legal obligations)
- to deal with complaints, grievances and disciplinary actions
- to administer school trips and activities

The lawful basis on which we use this information

We will process personal information where one or more of the following applies:

- consent has been obtained from the data subject
- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation
- necessary in order to protect the vital interests of any person
- processing is necessary for the performance of a task carried out in the public interest
- necessary for the legitimates interests of the Trust or a third party (except where the data subjects interests override them)

When we collect 'special categories of personal data' for example information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws or we have explicit consent.

Collecting staff information

The majority of information you provide to us is required as a contractual obligation of your employment, although some information may be provided to us on a voluntary basis for example photographs. In such instances we will obtain your consent to process that data.

Storing this information

We hold personal data about our employees and prospective employees in line with our Record Retention Schedule.

Who we share personal information with

We routinely share this information with:

- future employers (for reference information)
- examination boards
- IT service providers to enable access to services
- payroll service provider Thomas Westcott
- Bright Pay Connect
- Scottish Widows Pensions
- HMRC

Why we share employee information

We do not share information about employees with anyone without consent unless the law and our policies allow 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. To make a request for your personal information, please write to us at info@tborg.org. Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you.

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 General Data Protection Regulation

If you would like to exercise any of these rights, please write to our Data Protection Officer at info@tborg.org

Contact Us

If you would like to discuss anything in this privacy notice, or if you have concerns about the way we are collecting or using your personal data please contact our Data Protection Officer, Amber Badley at info@tborg.org.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns

Further information

Our Data Protection Officer is an external consultant from Firebird Data Protection Consultancy Limited (Firebird), who performs this role under a service contract through Babcock Learning Development Partnership (Babcock LDP).

For information about how Firebird handles personal information, please visit their website at www.firebirdltd.co.uk For information about how Babcock LDP handles personal information, please visit their website at www.babcock-education.com