PRIVACY NOTICE
PUPIL INFORMATION

Blessed Edward Bamber Catholic Multi Academy Trust

VERSION: 2.1

ADOPTED: AUTUMN TERM 2025

NEXT REVISION: AUTUMN TERM 2026

Blessed Edward Bamber
Catholic Multi Academy Trust

Corinthians 4:2

Now it is required that those who have been given a trust must prove faithful.

Version Control

Date of last review	Autumn Term 2025
Date of next review	Autumn Term 2026
Review period	Annual
Policy Status	Trust Wide
Owner	CFO
Approver	CEO
Version	2.1

Previous versions

Version	Author	Date	Changes
1.2	CFO	May 25	Reviewed, no changes.
2.1		Sept 25	Change to DPO information and Trust address

This is a Trust-Wide Policy which applies to all academies within the Trust

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How we use workforce information

We collect workforce information via application forms at the start of your employment and in the course of your employment through routine activities such as performance reviews.
Workforce data is essential for the performance of your contract and the schools' operational use. Whilst the majority of workforce information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of whether you are required to provide certain personal information to us or if you have a choice in this.

Categories of information

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

- Personal identifiers and contacts (such as name, employee or teacher number, contact details)
- Characteristics information (gender, age, ethnic group)
- 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)
- Relevant medical and emergency contact information
- Payroll information (bank details and national insurance number)
- Video information captured by CCTV for security purposes
- Biometric information (connected to school meal purchases through Biostore till system)

This list is not exhaustive.

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
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Enable individual's health and safety
- Enable individual's personal development
- Meet our statutory requirements

Workforce data is essential for the school's/local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), we collect and use selected workforce information under the lawful basis of:

- Article 6(1)(b) performance of a contract - as we process your personal information as part of your employment contract.

- Article 6(1)(c) legal obligation - where it is necessary to use your personal information to comply with the law e.g. health & safety, HMRC returns.

We may on occasion use the lawful basis of:

- Article 6(1)(e) vital interests - where we need to protect an employee's life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the UK GDPR. An example of this is when we collect and use biometric information. We will process this under the lawful basis of:

- Article 6(1)(a) consent and Article 9(2)(a) explicit consent.

How we store workforce data

We hold workforce data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust's Chief Finance Officer.

Telephone:	**01253 203260**
Email:	**admin@bebcmat.co.uk**
Address:	**154 High Cross Road, Poulton-Le-Fylde, FY6 8DA**

Who we share workforce information with

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education

We may also share information with organisations including:

- Ofsted
- Welfare services
- Pension and payroll providers
- Law enforcement officials such as police or HMRC
- Professional advisors such as consultants
- Training providers
- Support services such as IT support
- Occupation Health
- DBS
- Potential employees where a reference is requested

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

Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information,

please see 'How Government uses your data' - https://www.gov.uk/government/collections/your-data-and-how-we-use-it

Requesting access to your personal data and complaints

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact the Trust's Data Protection Officer:

Email: dpo@shardbusinessservices.co.uk

You also have the right to:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please let us know by contacting either the Headteacher or the Trust's Data Protection Officer.

We aim to meet the highest standards when collecting and using personal information. If you are unhappy with our use of your personal data, or anything in this notice, please talk to us directly so we can help to resolve any problem or query.

If you are still not happy with our response, you have the right to appeal directly to our regulator – the Information Commissioners' Office (ICO).

Telephone: 0303 123 1113

Link: https://ico.org.uk/concerns/

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. We will bring any significant changes to your attention but to make sure that you keep up to date, we suggest that you revisit this notice from time to time.