

PAT PRIVACY NOTICE – STAFF

January 2026

*Together, creating opportunity
and aspiration for every child*



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1. Introduction

The Priestley Academy Trust is committed to protecting the privacy and security of personal data.

Under data protection law, individuals have a right to be informed about how we use any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals employed by the Trust, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

2. Who we are

| Organisation | Address | Email | Phone number | Data Protection Officer |
|---|---|--|--------------|--|
| The Priestley Academy Trust | Head Office c/o Green Lane Primary School Green Lane Bradford BD8 8HT | info@priestley.academy | 01274 009030 | dpo@feps.co.uk |
| Atlas Community Primary School | Lincoln Close Manningham Bradford BD8 8DL | atlas@priestley.academy | 01274 495190 | dpo@feps.co.uk |
| Green Lane Primary School | Green Lane Manningham Bradford BD8 8HT | greenlane@priestley.academy | 01274 774644 | dpo@feps.co.uk |
| Lilycroft Primary School | Lilycroft Road Manningham Bradford BD9 5AD | lilycroft@priestley.academy | 01274 543357 | dpo@feps.co.uk |
| Margaret McMillan Primary School | Scotchman Road Heaton Bradford BD9 5DF | margaretmcmillan@priestley.academy | 01274 495934 | dpo@feps.co.uk |
| Miriam Lord Primary School | Bavaria Place Manningham Bradford BD8 8RG | miriamlord@priestley.academy | 01274 496611 | dpo@feps.co.uk |
| Westbourne Primary School | Skinner Lane Bradford BD8 7PL | westbourne@priestley.academy | 01274 483138 | dpo@feps.co.uk |

3. The personal data we collect and hold

We process data relating to those we employ, or otherwise engage, to work for us. This includes, but is not restricted to, as appropriate:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and process the following types of more sensitive personal information that falls into "special categories" of more sensitive personal data. This includes, where applicable, but is not restricted to:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions and sickness records

4. Why we collect and process this data

We collect and process this data in accordance with requirements set out in certain laws/regulations including but not limited to:

- The Education Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in education (KCSIE) guidance

The purpose of processing this data is to help us run the Trust/school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring

- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

5. Our lawful basis for using and processing this data

We only collect and use personal data about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where we have obtained consent to use your data, this consent can be withdrawn at any time. We will make this clear when requesting your consent and explain how your consent can be withdrawn.

Some of the reasons listed above for collecting and using personal information about you overlap and there may be several grounds which justify use of your data.

6. Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

We will not contact third parties to obtain a staff members' personal data without their consent, unless required by law.

If a staff member fails to provide their data, there may be serious consequences, including failure to pay salaries and failure to meet legal circumstances.

7. How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

We ensure appropriate technical and organisational measures are in place to ensure personal data is stored and processed securely.

Data will be stored in a range of different places, including The Trust's network, cloud-based infrastructure and hard copy filing systems.

The Trust's employees who have access to your personal data will respect the confidentiality of that data.

The Trust has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is only accessed by our employees in the proper performance of their duties.

Your data is stored securely in accordance with the Trust's Data Protection Policy. We retain your information only as long as necessary to fulfil the purposes outlined above and in line with legal requirements. Once your employment with us has ended, your data will not be stored longer than necessary and will be disposed of confidentially in accordance with our Data Protection Policy and Records Management Policy. Our Records Management Policy sets out how long we keep information. This is available on via our website:

www.priestley.academy/Policies - Priestley

8. Data sharing

We will not share your data with anyone without your consent to do so unless required by law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

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

9. Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

10. Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including multi academy trusts) and LA's that work in state funded schools (including all maintained schools, all academies, 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 DfE including the data that we share with them, go to:

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

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

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

The DfE 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 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
- 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 of handling of the data, security arrangements and retention and use of the data.

For more information about the DfE'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>

In some circumstances, the school may also share your data with:

- Your family or representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – such as payroll
- Financial organisations
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Where third parties are responsible for processing staff members' personal information the school places data protection requirements on those third party providers to ensure data is processed in line with staff members' privacy rights.

11. Your rights regarding your personal data

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal information that we hold about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To exercise any of these rights, please contact the Trust/school office or our Data Protection Officer (DPO) service, provider, Fusion HR. Please address any correspondence to: For the attention of the Data Protection Officer service provider, Fusion HR.

12. Your other rights regarding your personal data

Under data protection law, individuals have certain rights regarding how their personal data is issued and kept safe, including the right to:

- Object to the use of personal data if it would cause, or causing damage or distress
- Prevent is being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Trust/school office the Data Protection Officer service provider, Fusion HR.

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR:

dpo@feps.co.uk

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office:

- Report a concern online at www.ico.org.uk
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

The Priestley Academy Trust reserves the right to update this Privacy Notice at any time. Any changes will be posted on our website and, where appropriate, notified to you directly.