

Tandridge Learning Trust

PRIVACY NOTICES:

**The school workforce: those employed to teach,
Or otherwise engaged to work at, a school within our MAT, including volunteers**

How we use your information?

We process personal data relating to those we employ to work at, or otherwise engage to work at Tandridge Learning Trust. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)
- companies house
- disclosure and barring service
- other government agencies

If you require more information about how we and/or DfE store and use your personal data please visit:

DfE Link: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Tandridge Learning Trust Collect:

- Personal Information (DOB, NI, Ethnicity, Qualification details, etc)
- Address and contact details
- Contract details, salary information and employment dates
- Right to work in the UK
- DBS and safeguarding processes including references
- Next of Kin/Emergency Contact information
- Car Registration
- Medical Notes, Absence, Sickness, Disabilities

- Bank Details and payroll records
- Continuing Professional Development
- Line Management/Appraisal records
- Capability and Conduct records

And store the information in the following manners:

Manual HR Files – held securely in locked cabinets
 Historic data - held securely in locked cabinets
 SIMS database – electronic database
 Line Management - (work data only, not personal information)
 Continuing Professional Development – electronic database

Data Mapping

Please see our website regarding how we map your data to the lawful basis under which we process and store your data - <https://tandridgelearningtrust.co.uk/key-policies/>

Data Protection Officer (DPO)

Please find below details of the School’s Data Protection Officer: -

Data Protection Officer: *Craig Stilwell*
 Address: *Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE*
 Email: *dataservices@judicium.com*
 Telephone: *0203 326 9174*

Requesting Your Personal Data

If you want to see a copy of information about you that we hold, please contact:

Requesting Your Personal Data	
School	Address Request to
Bletchingley Village Primary School	Address: Coneybury, Bletchingley, Surrey, RH1 4PP Telephone: 01883 743337 Fax: 01883 744622 Email: info@stcatherines.surrey.sch.uk Website: www.bletchingleyschool.co.uk
Hamsey Green Primary School	Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9AN Telephone: 01883 622000 Fax: 01883 744622 Email: office@hamsey.surrey.sch.uk Website: www.hamsey.surrey.sch.uk
Tatsfield Primary School	Address: 3 Ship Hill, Tatsfield, Westerham, Kent, TN16 2AH Telephone: 01959 577356 Fax: 01959 576179 Email: school@tatsfield.surrey.sch.uk Website: www.tatsfield-surrey.co.uk
Woodlea Primary School	Address: Long Hill, Woldingham, Surrey, CR3 7EP Telephone: 01883 652358 Fax: 01883 652898 Email: info@woodlea.surrey.sch.uk Website: www.woodlea.surrey.sch.uk

Secondary School

Warlingham School

Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB
Telephone: 01883 624067
Fax: 01883 624026
Email: info@warlinghamschool.co.uk
Website: www.warlinghamschool.co.uk

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 Data Protection regulations

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>