

# The Sigma Trust Staff Privacy Notice

**Who processes your information?** The Sigma Trust is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the Trust places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

**Why do we need your information?** The Sigma Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- *Academy Funding Agreement*
- *Academies legal framework*
- *Safeguarding Vulnerable Groups Act*
- *The Childcare (Disqualification) Regulations*

Staff members' personal data is processed to assist in the running of the Trust and your school and to enable individuals to be paid. If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

- *Unable to process wages in a timely*
- *Inability to verify safeguarding and employment checks resulting in the possible cessation of contract*
- *Unable to contact family in an emergency*

**Why is your personal data processed?** In accordance with the above, your personal data is processed for the following reasons:

*Contractual requirements, Employment checks, e.g. right to work in the UK, statutory requirements, Salary and Pension requirements.*

**What personal data do we collect?** The personal data the Trust collects includes the following:

*Name, Address, Date of Birth, Characteristics information (such as gender, age, ethnic group), NI Number, Teacher Number, Bank Details, Health Information, Vetting information, Pensions data, Payroll data, Emergency contact, Vehicle type & registration, Qualifications, Contact information (Telephone, Email)*

**Will your personal data be shared with third parties?** Yes. The law requires that we share some of your personal data with third parties, these include:

*Local Authority and DfE, Occupational Health, DBS service, SAGE (Payroll), Sisra Observe performance management services, LG & Teachers pension services, HMRC,*

**Will The Sigma Trust obtain personal data about you from third parties?** Yes. The Trust may attain data about you from: *DBS services, Police, Local Authority and DfE, previous employers, Occupational Health, HMRC and pensions services*

**How is your information shared?** The Trust or your School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required by law to pass on some personal information to our LA and the DfE (School Workforce Census). This includes the following:

*Name, employee or teacher number, national insurance number, characteristics information (such as gender, age, ethnic group), contract information (such as start date, hours worked, post, roles and salary information), work absence information (such as number of absences and reasons), qualifications (and, where relevant, subjects taught)*

**How long is your data retained?** Staff members' personal data is retained in line with The Sigma Trust Records Management Policy.

If you require further information about how we and/or the DfE store and use your personal data, please contact the Trust's DPO [dpo@sigmatrust.org.uk](mailto:dpo@sigmatrust.org.uk) or visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.