

## Staff Privacy Notice (where the school collects biometric data)

### Policy Statement

The Circle Trust is a multi-academy trust comprising a number of schools including the school where you work. During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our staff, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to our staff?

We will collect, hold, share or otherwise use the following information about our staff:

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number, and emergency contact details)

- contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details)

- work absence information (such as number of absences and reasons (including information regarding physical and/or mental health), holiday records)

- qualifications / training courses attended and, where relevant, subjects taught (such as training record)

- performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records)

- other information (such as pension arrangements (and all information included in these necessary to administer them), time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations, CCTV footage and images)

We will also use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, political opinions, trade union membership, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get





