



FMAT Privacy Notices

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This privacy notice is for applicants who are applying to a position to work at Fairfax Multi -Academy Trust or an academy within the trust.

Privacy Notice for Parents/Carers Page 6 to 8

This privacy notice is for parents or carers of pupils who attend a Fairfax Multi - Academy Trust academy .

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This privacy notice is for `6 W X G H Q W V` who attend a Fairfax Multi-Academy Trust academy.

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This privacy notice is for current employees of Fairfax Multi -Academy Trust .

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This privacy notice is `IRU PHPEHUV GLUHFWRUV DVVRFLDWHV ZKR DU UROH)D IDWD[0XOWL $FDGHP\ 7UXVW`



Recruitment Privacy Notice

1.

- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

3. Where do we get information from about you during your application process?

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6. Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and HR advisors, referees, our applicant

2. Where the law otherwise allows us to process the personal data as part of our functions as a Trust, or we are carrying out a task in the public interest, including:

- x To confirm your identity
- x To communicate matters relating to the Trust/Academy to tyo 1()]u

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations.

Bournville School, Erdington Academy and Fairfax are part of Birmingham City Council. For further information about Birmingham local authority's data sharing process, please visit: <https://www.birmingham.gov.uk/>

Smith's Wood Academy are part of Solihull Metropolitan Borough Council. For further information about Solihull local authority's data sharing process, please visit: <http://www.solihull.gov.uk/>

9. Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold (s.7(2)(b) C3hb6 you12j6.7 ((r2)9.c 1.00



Student Privacy Notice

1. Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your

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6. Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

7. How long will we hold information in relation to our students ?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

8. Who will we share student information with?

We may be give information about you with:

- x Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes

x



sources. In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

4. Why do we use this information?

We will process the personal data of our workforce for the following reasons:

1. Where we are required by law, including:
 - x To comply with the law regarding data sharing (see further below)
 - x To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS
 - x To comply with legal requirements in relation to equalities and non-discrimination
2. Where we are required by any contract with our workforce, such as employment contracts, including:
 - x To make payments to our workforce, such as salary payments
 - x To deduct tax and National Insurance contributions
 - x To make a decision about recruitment
 - x To check individuals are legally entitled to work in the UK
 - x Administering employment contracts
 - x Conducting performance reviews
 - x Making decisions about salary and compensation
 - x Liaising with pension providers
3. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
 - x To enable the development of a comprehensive picture of the workforce and how it is deployed
 - x To inform the development of recruitment and retention policies
 - x To safeguard our pupils and other individuals
 - x To ensure safe working practices
 - x In the interests of ensuring equal opportunities and treatment
 - x To administer our employee benefits platform

4. Where we otherwise have the consent of the individual

Whilst the majority of processing of personal data of our workforce will not require consent, we will inform individuals if their consent is required and seek that consent before any processing takes place. Due to the imbalance of power in an employee to employer relationship, it is generally though t

x Third parties such as our HR systems and our Health and Safety Systems.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing



Privacy notice for members/directors/associates

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3. Why we use this data

The purpose of processing this data is to help us run the trust/academy to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors'/ director s' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

4. Our legal basis for using this data

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

- Comply with a 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 you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

5. Collecting this information

The information we collect about members/ director s/associates is provided by yourself to either the Trust directly or an academy in our Trust.

6. How we store this data

Personal data is stored in line with our data protection policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the trust/academy.

When your relationship with the trust/academy has ended, we will retain and dispose of your personal information in accordance with our data protection policy.

7. Data sharing

We do not share information about you with any third party without your consent unless the 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:

- Academies within the Trust where appropriate
- T

To make a complaint, please contact our Data Protection Officer ' 3 2 .