



Confederation
of School Trusts

Privacy Notice – Workforce

Confederation of School Trusts (CST) (Charity) is committed to protecting and respecting the privacy of its workforce.

For the purposes of Data Protection legislation, CST is the Data Controller. This means it is in charge of personal information about you.

The Data Protection Officer for the Charity is the Executive Officer. She can be contacted by email – c.robson-farrelly@cstuk.org.uk

How we use your information

We process personal data relating to those we employ or engage to work at CST. This is for employment purposes to assist in the running of all CST Companies and to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as medical information and trade union membership, where this information has been shared with CST.

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract;
- The processing is necessary for the performance of a legal obligation to which CST is subject, for example our legal duty to safeguard beneficiaries;
- The processing is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The processing is necessary for the performance of our charitable function which is a function in the public interest.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We may be required, by law, to pass on some of the personal data which we collect to:

- Our accountants
- Our/your pension company



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We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children or vulnerable adults.

We disclose details about you including national insurance number, bank accounts details and absence information to our payroll provider to enable you to be paid.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the benefits to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension. The pension scheme for staff is The Pensions Trust. If you are not part of the staff pension scheme, you may have your own scheme and we will share details with them in order to make your payment to them.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which CST is subject, for example our legal duty to safeguard beneficiaries;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The disclosure is necessary for the performance of our charitable function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy which can be found on the CST website or in the CST Policy folder.

Your rights

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;
- ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- object to us processing your information.



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If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

- The Executive Officer, Clare Robson-Farrelly – c.robson-farrelly@cstuk.org.uk

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Authorised signatory

Date 11/05/18: revised October 2018

Date of review: March 2019