



## **Privacy Notice For staff of Five Rivers Multi Academy Trust**

### **The General Data Protection Regulation 2018: How we use your information**

We process personal data relating to those we employ to work at, or otherwise engage to work in our academies. This is for employment purposes to assist in the running of the academy 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 the Department for Education (DfE).

If you require more information about how we and/or DfE store and use your personal data, please refer to The Information Governance Toolkit (which is made available to all staff) or visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact:**

If you want to see a copy of the information about you that we hold, or if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

FRMAT Central Team:

Emma Farmer (Director of Business Strategy) [enquiries@fiveriversmat.uk](mailto:enquiries@fiveriversmat.uk)

Tinsley Meadows:

Deborah Sanderson (Head of School) [enquiries@tinsleymeadows.sheffield.sch.uk](mailto:enquiries@tinsleymeadows.sheffield.sch.uk)

Abbeyfield:

Helen Best (Principal) [headteacher@abbeyfield.sheffield.sch.uk](mailto:headteacher@abbeyfield.sheffield.sch.uk)

Or

FRMAT Data Protection Officer: Andy Wynne [andy.wynne@learnsheffield.co.uk](mailto:andy.wynne@learnsheffield.co.uk)