

Who we are

The University of Chichester (Multi) Academy Trust ('the Trust') is a company limited by guarantee with charity exempt status. Registered in England and Wales, our registration number is 08595545. Registered office: University of Chichester, Bishop Otter Campus, College Lane, Chichester, West Sussex PO19 6PE. Reference to the Trust is reference to its academies and SCITT that form the Trust.

The Trust is a data controller under the data protection legislation. Contact details are shown at the end of this notice.

Personal information

This policy covers how the Trust treats personal information that we collect and receive. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, and that is not otherwise publicly available. Personal information also includes personal information relating to our students and pupils.

Protection of information is taken seriously, and we will not sell or rent personal information.

Information we gather:

Applicant, Staff, Trustee, Governor and Volunteer data

For the purpose of recruitment, administration and management, data we collect includes:

- Contact details (eg name, address, telephone number or personal email address, emergency contact details)
- Date of birth
- National Insurance number
- Gender
- Photographs (eg staff ID card)
- Copies of passports or other photo ID (eg driving licence)
- Copies of proof of address documents (eg bank statements or bills)
- Marital status
- Next of kin or emergency contact details
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS checks)
- Political, conflict of interest or gift declarations
- Security clearance details (eg basic checks and higher security clearance)
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use
- CCTV images

We also collect the following information for **staff recruitment, administration and management**:

- Protected characteristics
- Health information
- Sexual orientation information

Our lawful basis for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent
- Contract
- Legal obligation
- Public task

Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details (including beneficiary details)
- Bank account details
- Payroll records
- Tax status
- Trade Union membership

We also collect the following information for **managing salaries and pensions**:

- Protected characteristics
- Trade union membership
- Health information
- Sexual orientation information

Our lawful basis for collecting or using personal information as part of **managing salaries and pensions** are:

- Consent
- Contract
- Legal obligation
- Public task

Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments

We also collect the following information for **managing staff health and wellbeing**:

- Health information

Our lawful basis for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent
- Contract
- Legal obligation
- Vital interests

Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly
- Employment agency
- Referees (external or internal)
- Security clearance providers
- Occupational Health and other health providers
- Pension administrators or government departments (eg HMRC and DWP)
- Staff benefit providers
- CCTV images (from your landlord's or your own CCTV systems)

Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC
- Employee benefit schemes
- External auditors
- DfE
- Organisations with a legal right (e.g. Courts, local authorities)
- Occupational Health and other health providers

Data Processors

We use the following data processors for the following reasons:

Access Payroll Bureau Service, for the purpose of processing payroll information.

NSL, for the purpose of processing DBS applications.

U-Check, for the purpose of processing DBS applications.

School Workforce data

For the purpose of the legal submission to the DfE on school workforce data we collect personal information, including special category data. A separate privacy notice is available on the Trust's Portal.

Student and Pupil Data

We collect and hold personal information relating to our students and pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support pupils learning
- monitor and report on pupil progress
- meet our statutory obligations
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include contact details, national curriculum and internal assessment results, attendance information, behaviour reports including any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. This personal information is provided by parents/carers.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the relevant Local Authority who has responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can request that only their child's name, address and date of birth be passed to the relevant Local Authority by informing the Head teacher at the academy. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please contact the relevant Local Authority.

We will not give information about our students and pupils to anyone without consent unless the law and our policies allow us to do so.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit your Local Authority website or contact:

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Our lawful basis for collecting or using personal information as part of **student and pupil data** are:

- Consent
- Legal obligation
- Public task
- Vital interests

Who we share information with

In some circumstances, we may share information with the following organisations:

- The school/s the pupil attends after leaving
- DfE
- Local authorities including the LADO
- Inter-agencies (e.g. CSC)
- Ofsted
- Organisations with a legal right (e.g. Courts)

Third party companies providing services under a data-sharing contract with the Trust are:

- O-Track – pupil attainment, progress and contextual information
- Arbor – contact information, family links, medical, pastoral, SEND, payments, attendance, attainment
- SISRA – pupil attainment, progress and contextual information
- CPOMS – safeguarding records
- Study bugs – attendance records
- Accelerated Reader – pupil attainment
- Tapestry – evidence of achievements, attainment and progress
- See Saw - evidence of achievements, attainment and progress

The DfE may share student/pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows and in compliance with data protection law.

Further information on how we collect and hold personal information relating to our students and pupils can be found on the respective website of the academy in which the student and pupil attends or recently attended.

How long we keep information

The Trust's Retention Policy details what information we keep and for how long which will depend on statutory requirements. A copy of the Policy can be found on our Policies page of our Porta.

Customers and Suppliers

We collect or use the following information from suppliers and customers to provide services and goods for purposes of our business operations:

- Names and contact details, including of representatives and other individuals employed by you or working on your behalf who we liaise with, and who are carrying out duties under your contract with us
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Account information
- References, CVs and details of an individual's employment history, if collected as part of a bidding, tendering or engagement process
- Any other personal information necessary to fulfil the terms of a contract we have with you
- Information required for DBS (data barring service)

We collect or use the following information for **the operation of supplier or customer accounts**:

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Purchase and Sales history

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Financial transaction information
- DBS information

We use this data to:

- Decide whether to engage you
- Fulfil the terms of our contract with you, including payment
- Keep accurate records of the suppliers that we use
- Identify you while on an academy/the trust site and keep all individual safe

We collect your data in the following ways:

- Directly from you when you provide it to us
- From third-party sources (e.g., business partners, public sources)
- Through our website and other digital platforms

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legal obligation
- Public task

Who we may share your personal data with:

- Our employees and affiliates
- Third-party service providers who assist us in our operations
- Legal and regulatory authorities, as required by law
- Business partners, as necessary for our business operations.

Third party companies acting as data processors for the Trust are:

- **Arbor**, for the purposes of managing pupil data for census and grant funding, and collecting payments from parents for school meals and educational activities
- **Tucasi**, for the purposes of collecting payments from parents for school meals and educational activities and managing lettings
- **PSF Financial**, for the purposes of managing supplier and customer accounts and related financial transactions
- **School Hire**, for the purposes of managing school lettings

Website Data

The University of Chichester Academy Trust's website provider, E4E, automatically receives and records information on its server logs from your browser, including your IP address, cookie information, and the page you request.

We use information to customise the content you see, fulfill your requests and for technical web site administration purposes.

Data Security

We implement appropriate technical and organisational measures to protect your personal data against unauthorized access, loss, or destruction.

Data Retention

We retain your personal data for as long as necessary to fulfill the purposes outlined in this privacy notice and to comply with legal and regulatory requirements.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal data.
- **Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you, although there are some exceptions to this and we will advise you on acknowledging a request.

Data protection rights request should be sent to:

University of Chichester (Multi) Academy Trust
Arran House
Upper Bognor Road
Bognor Regis
West Sussex. PO21 1HR

Tel: 01243 793500
Email: unicat@chi.ac.uk
Website: www.unicat.org.uk

You may also complain directly to the Information Commissioner's Office if you are concerned with how we are handling your personal information. Their contact details are:

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

Helpline number: 0303 123 1113
Website: <https://www.ico.org.uk/make-a-complaint>

Review of the University of Chichester Academy Trust's Privacy Notice

This notice was last reviewed in June 2024. The content of the policy may be reviewed and changed without prior notice. Please visit our website for any changes. We may update the terms of this privacy notice at any time, so please do check from time to time.