**Staff Privacy Notice**

Under data protection law, individuals have a right to be informed about how Woodland Academy Trust uses any personal data that we hold about them.

Woodland Academy Trust is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all current and former employees, workers and contractors.

**Who Collects This Information**

The Trust is the “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this notice. This notice does not form part of any contract of employment and may be updated at any time.

**Data Protection Principles**

We comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

**Categories of Information We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you:

* Personal and contact details (e.g. name, address, date of birth, marital status, phone numbers, personal email).
* Emergency contact details.
* Recruitment information (e.g. references, right to work, application forms, CVs, qualifications).
* Employment contract details (e.g. start dates, role, hours, pay, benefits).
* Education and training records.
* Salary, payroll, pension, NI number, and tax status.
* Dependants’ details where relevant to benefits.
* Immigration status and related documents (e.g. passport).
* Absence, sickness, health and wellbeing records.
* Criminal records information where required by law.
* Trade union membership.
* Grievance, disciplinary and conduct records.
* Appraisals, performance reviews and capability records.
* Time and attendance information.
* IT and communications monitoring (emails, internet use, log-in records).
* CCTV images and video conferencing recordings.
* Use of public/professional social media (only where strictly necessary for safeguarding, compliance or role-related risks).
* Equal opportunities monitoring information (race, ethnicity, religion, sex, sexual orientation).

**How We Collect This Information**

We may collect this information from you, your personnel records, referees, the Home Office, pension administrators, occupational health professionals, DBS, trade unions, IT systems, CCTV, and other technical monitoring systems.

**How We Use Your Information**

We will only use your personal information when the law allows us to. This includes:

* Performing your contract of employment.
* Complying with legal obligations (e.g. safeguarding, employment law, tax law).
* Where it is necessary for our legitimate interests (or those of a third party) and your rights do not override these.
* In limited circumstances, with your consent.

Examples of processing include: HR administration, payroll, pensions, benefits, workforce planning, performance management, compliance with safeguarding obligations, occupational health, equal opportunities monitoring, IT and network security, insurance, disciplinary and grievance matters, and termination arrangements.

**Use of Artificial Intelligence (AI) and Automated Decision-Making**

The Trust may use AI-assisted systems to support HR and workforce management, including:

* Analysing workforce data to identify trends (e.g. absence or retention).
* Supporting recruitment shortlisting decisions by comparing applicant data against role criteria.
* Supporting workload planning and deployment analysis.

Important safeguards:

* AI is **only used as a support tool**; decisions with a significant impact are always reviewed and confirmed by a human decision-maker.
* Personal, identifiable information is not shared with AI
* We monitor AI systems to ensure they are transparent, proportionate and fair.
* You have the right to request human intervention if you are concerned about a decision influenced by AI.

**How We Use Particularly Sensitive Information**

We may process “special category data” where legally permitted, including health data (fitness to work, absence management, adjustments), equalities monitoring, and trade union membership.

**Criminal Convictions**

We only collect and process criminal records information where legally required and appropriate to your role.

**Sharing Data**

We may share your data with third parties where required by law or necessary for employment purposes, including:

* DfE, Ofsted and the Local Authority.
* DBS.
* Professional advisers, insurers and occupational health providers.
* Payroll, pensions and IT providers.
* Law enforcement and safeguarding agencies (e.g. police, HMRC, LADO, social services).
* Prospective employers (for references).

All recipients are bound by confidentiality obligations.

**Retention and Security**

We retain personal data only as long as necessary for employment and legal purposes, typically 6 years after employment ends (unless longer is required).

We have security measures in place to protect your information against loss, misuse or unauthorised access.

**Your Rights**

You have the right to:

* Access your data (subject access request).
* Request correction of inaccurate data.
* Request erasure (where no longer needed).
* Restrict or object to processing in certain circumstances.
* Data portability (where applicable).

Requests should be made to your Headteacher (school staff) or Trust HR/Compliance Manager.

**Right to Withdraw Consent**

Where processing is based on consent, you may withdraw this at any time by contacting the Trust.

**How to Raise a Concern**

In the first instance, please contact your Headteacher (school staff) or [compliance@watschools.org.uk](mailto:compliance@watschools.org.uk) (for Trust staff).

Our appointed Data Protection Officer (DPO) is:

**Fusion HR**  
Address: First Floor, Unit A, Cedar Court Office Park, Denby Dale Road, Wakefield, WF4 3FU  
Email: DPO@fusionbusiness.org.uk  
Web: [www.fusionbusiness.org.uk](http://www.fusionbusiness.org.uk)  
Lead Contact: Ben Cain

You may also complain directly to the ICO if you are unhappy with how your data has been handled.