



Windsor Academy Trust

How we use your Information

Privacy Notice for Staff and Volunteers

Staff and volunteers Privacy Notice - Key Information

This notice contains the key information about **how** and **why** Windsor Academy Trust (WAT) collects your personal information and **what** we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). WAT operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about your personal details, your religion or ethnic group for the purposes of equality monitoring and photographs of you.

We strongly recommend reading the full version of our Staff and Volunteers Privacy Notice which is published on the WAT website and can be found [here](#). You can also obtain a copy of the full privacy notice by contacting the Academy's Data Protection Lead. The full version includes additional points, such as:

- the rights you have in your information, including what decisions you can make about your information;
- for how long the WAT retains your personal information; and
- our legal grounds for using your personal information.

WAT's primary reason for using your personal information is to help us run the Trust in providing educational services. For example, enabling you to get paid, facilitate safe recruitment and enable equalities monitoring.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information during the recruitment process. For example information about your education, qualifications and professional achievements.
- We also obtain information from third parties such as Occupational Health and references supplied by former employers.
- We hold information about your job performance to support effective performance management.
- We hold and use your financial information such as your bank details, your salary and pension details.
- We hold information for the purposes of maintaining company records
- We may take images (photographs or videos) of you at WAT events to use on social media and on the WAT website. This is to show prospective parents, carers and pupils/students what we do here and to advertise the Trust. We may continue to use these images (photographs and videos) after you leave employment with WAT.

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with the Payroll provider, local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.

On occasion, we may need to share information with the police, our legal advisors and our insurers.

You should contact the Academy's Data Protection Lead if you have any questions about how we use your personal information.

WAT has a Data Protection Officer who monitors and advises on the Academy's data protection compliance. Their details can be found on the WAT website.