



KINGSWOOD SECONDARY ACADEMY

Privacy Notice - Appendix 1 (Staff)

Data recipient and purpose of sharing	Staff Names	Staff Email addresses	Date of birth	Characteristics*	Home contact details	NI Number	Other
Access HR System management information system (GATHRIS)	✓	✓	✓	✓	✓	✓	Role, rate of pay, pension details, teacher number, absence details
SIMS management information system (internal)	✓	✓	✓	✓	✓	✓	Emergency contact details
Busy Bees optional childcare voucher scheme	✓	✓	✓	✓	✓	✓	Rate of pay
Grant Thornton for audit purposes, VAT advice	✓	✓	✓	✓	✓	✓	Rate of pay, payroll no, pension details, teacher number
Lloyds Syndicate Insurers no claims bonus scheme for staff vehicles while at work	✓					✓	Payroll number
Office for National Statistics	✓	✓	✓	✓	✓	✓	Rate of pay,
Northamptonshire County Council - for pensions	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
Teachers' Pension Scheme – for pensions	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
Virtual College - for purposes of staff training	✓	✓					Academy
Smartlog – for purposes of staff training	✓	✓					Academy
School Workforce Census (DfE)	✓		✓	✓	✓	✓	Rate of pay, disability and equality details, teacher number, qualifications,
Inland Revenue, CSA, courts as part of possible investigations	✓	✓	✓	✓	✓	✓	As necessary
The Cambridge Partnership - trainee teachers programmes	✓	✓	✓	✓	✓	✓	Absence/performance details, disability
Northamptonshire County Council – for NQT programmes	✓	✓	✓			✓	Absence/performance details, qualifications
TES Institute - trainee teachers programmes	✓	✓					Absence/performance details
University of Northampton – for purposes of staff training	✓	✓					Role
Teach First – for the purposes of ITT	✓	✓					Role
Workfuture - occupational health service and pre-employment checks	✓		✓	✓	✓		Absence, disability and equality details,
Class Charts - for class lists, student behaviour reporting to parents and for teaching links for parents' evening bookings	✓	✓					Role
Groupcall – for purposes of communicating with parents/ carers	✓	✓					Mobile telephone number, after permission sought

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Kerboodle – for purposes of logging in to online teaching tools to support teaching and learning	✓	✓					
Lessons Learned – for purposes of monitoring staff performance and PDR process	✓	✓					Lesson Observations, job role, Personal Development Review (PDR)
Evolve – for purposes of logging on to an online trips and visits tool	✓	✓					Mobile phone number where the staff member enters this independently
Cunninghams – for purposes of adding payments to cashless catering for meal on site	✓						Fingerprint
Challenge Partners – for purposes of staff training	✓	✓					DBS clearance details
EMLC Education Support Services – for purposes of staff training	✓	✓	✓	✓	✓		Role
Loughborough Learning Alliance – for purposes of staff training	✓	✓					Role
Brooke Weston TSA – for purposes of staff training	✓	✓					Role
Hatton TSA – for purposes of staff training	✓	✓					Role
University of Loughborough – for purposes of staff research	✓	✓					Role

**Nationally-defined personal characteristics descriptions ie gender, ethnicity, first language*