

Data Protection Privacy Notice for our Staff

Under data protection law, employees have the right to be informed about how the trust uses any personal data it holds about you. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This document describes the information we collect about our employees, and how we use and share this information.

Beecholme, Chipstead Valley, Keston, and New Valley Primary Schools are all part of the PACE Academy Trust. Under data protection legislation PACE Academy Trust is the data controller of the personal information we hold. PACE Academy Trust designates Zoe Harris as its representative with regards to data protection.

The postal address of PACE Academy Trust is: c/o Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey CR5 3BW.

Why do we collect and use your information?

PACE Academy Trust is a non-profit charitable trust funded by the Department for Education (DfE). It is required that personal data is collected and processed in order to enable the effective running of the trust and its schools, to enable us to pay staff and manage all aspects of employment with the trust. We process personal data to meet the legal obligations and safeguarding requirements set out in our Academy Funding Agreement, UK employment and childcare law and in order to comply with any regulatory requirements.

The information we hold may include names, addresses and contact details (including next of kin), relevant qualifications, financial data and contractual information. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, sickness and relevant medical information, as well as performance management data. We also keep photographs of employees for safeguarding and identification reasons. The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous employer, local authorities or professional bodies), or data which we have gathered (e.g. absence monitoring and performance management) during the course of your employment. The trust is obliged to record this information in order to carry out its duties as a public body. The trust may identify additional uses of your data, which may be of benefit to its employees or to the school community. Examples may include



Registered Office:
Chipstead Valley Primary School,
Chipstead Valley Road,
Coulsdon, Surrey, CR5 3BW

Chief Executive
Zoe Harris MBE
info@paceacademytrust.com



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Company No

01737 553255
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optional extra-curricular activities, fundraising or school promotional activities. We will always seek your consent before using your data for *these* reasons. If you give consent, you may change your mind at any time.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding and Child Protection policy, ICT Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network.

How long is your data stored for?

Personal data relating to the school workforce is stored in line with our Data Retention Policy. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on the PACE website.

Will my information be shared?

We do not share information about our workforce with external agencies without prior consent, or unless the law, our policies or regulatory requirements require us to do so. We are required to share some personal information with Local Authorities, the DfE, Payroll Providers, Pension Bodies, and our Auditors. The information shared may include sensitive personal information such as information about health or disabilities where relevant. This information is used to provide the correct services to support our staff and is shared on a strictly need to know basis. We may also share data with approved third parties or contractors in order to support employee training and development, health and wellbeing. Examples may include training providers, performance management applications, occupational health or service suppliers (such as catering, payment processing services and communication tools). Whilst we may share your data with these parties for the purposes set out above, we will not share your data within a generative AI tool.

Requesting access to your personal data

Under data protection legislation, staff have the right to request access to view the information that we hold about them. Requests for access to view your personal information



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must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request. Alternatively, you may use our Subject Access Request form or write your own letter addressed to your Executive Leader sent care of our nominated **Data Protection Officer**:

OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 OBS, or submit an emailed request to:

Chipstead Valley Primary chipstead.sars@openair.systems

New Valley Primary newvalley.sars@openair.systems

Beecholme Primary beecholme.sars@openair.systems

Keston Primary keston.sars@openair.systems

PACE Trust paceacademy.sars@openair.systems

Further information is available in our Data Protection policy, which is on our website at paceacademytrust.com. For further queries about the data we hold, please contact the relevant school office. If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Document control – updated 27.2.25



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