



## **Staff Privacy Notice**

### **The Lionheart Academies Trust**

#### **1. Overview**

- 1.1 This Notice explains how we will collect and use your personal data.
- 1.2 The Lionheart Academies Trust is the data controller for personal data that we process about you.
- 1.3 Throughout this Notice, “School” “we”, “our”, “us” and “Trust” refers to all schools in the Lionheart Academies Trust. “you” and “your” refers to those employed in any capacity at any location within any school in the trust.
- 1.4 Until 24 May 2018 we shall process your personal data in accordance with the Data Protection Act 1998 (or DPA for short). From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations 2018 (or GDPR for short). This Notice complies with requirements under both DPA and GDPR.
- 1.5 If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we processes your personal data.  
The Data Protection Officer's contact details are provided at the end of this Notice.

#### **2. Where does the trust get your personal data from?**

- 2.1 We obtain personal data about you from the following sources:
  - from you when you provide your personal details during the application process for any position within the trust
  - from a previous employer when references are provided to us
- 2.2 When we obtain personal data about you from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.



### **3. The purposes for which we process your personal data and the lawful basis for that processing**

3.1 We process your personal data for the administration of your employment within the trust.

3.2 The lawful basis for this processing is 'Contractual obligation' under article 6(1)(B) of the General Data Protection Regulations 2018

### **4. Who might we share your data with?**

4.1 The Trust will occasionally share your personal data with third parties. For example it may share some of your data with the local authority or other government bodies.

4.2 The Trust may also share your data with other professional bodies for legal reasons such as the emergency services.

### **5. Your rights as a data subject**

5.1 We thought it would be helpful to set out your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- have your data erased once we no longer have a legal basis for holding it
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

5.2 Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the trust's Data Protection Officer for further information.

### **6. Further Information**

6.1 If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer:

Lionheart Academies Trust,  
C/O Beauchamp College,  
Ridge Way,  
Oadby  
LE2 5TP

Telephone: 0116 2729100

E-mail: [DPO@lionhearttrust.org.uk](mailto:DPO@lionhearttrust.org.uk)

6.2 Our data controller registration number provided by the Information Commissioner's Office is: **ZA075721**