



# HOUGHTON REGIS 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
<b>Access HR System</b> management information system (GATHRIS)	✓		✓	✓	✓	✓	
<b>Busy Bees</b> optional childcare voucher scheme	✓	✓	✓	✓	✓	✓	Rate of pay
<b>Grant Thornton</b> audit purposes, VAT advice	✓	✓	✓	✓	✓	✓	Rate of pay, payroll no, pension details, teacher number
<b>Lloyds Syndicate Insurers</b> no claims bonus scheme for staff vehicles while at work	✓					✓	Payroll number
<b>Office for National Statistics</b>	✓	✓	✓	✓	✓	✓	Rate of pay,
<b>Northamptonshire County Council</b> for pensions	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
<b>Teachers' Pension Scheme</b>	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
<b>Virtual College</b> for the purposes of staff training	✓	✓					Academy
<b>Smartlog</b> for the purposes of staff training	✓	✓					Academy
<b>School Workforce Census (DfE)</b>	✓		✓	✓	✓	✓	Rate of pay, disability and equality details, teacher number, qualifications,
<b>Inland Revenue, CSA, courts</b> as part of possible investigations	✓	✓	✓	✓	✓	✓	As necessary
<b>Northamptonshire County Council</b> for NQTs	✓	✓	✓	✓	✓	✓	Absence/performance details, pay, disability, marital status, health clearance
<b>The Cambridge Partnership</b> - trainee teachers programmes	✓	✓	✓		✓		Absence/performance details, disability, marital status, health clearance
<b>Workfuture</b> occupational health service and pre-employment checks	✓		✓	✓	✓		Absence, disability and equality details,
<b>Groupcall</b> – for teaching links for parents evening bookings, class lists, and communication purposes	✓	✓			✓		
<b>Evolve</b> – for purposes of logging on to an online trips and visits tool	✓	✓					Mobile phone number where the staff member enters independently
<b>Lessons Learned</b> – for purposes of monitoring staff performance and PDR process	✓	✓					Lesson Observations, job role, Personal Development Review (PDR)
<b>Doddle, SMHW, Kerboodle</b> – for purposes of logging in to online teaching tools to support teaching and learning	✓	✓					Class links

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