



SKEGNESS 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)	✓		✓	✓	✓	✓	
Busy Bees optional childcare voucher scheme	✓	✓	✓	✓	✓	✓	Rate of pay
Lloyds Syndicate Insurers no claims bonus scheme for staff vehicles while at work	✓					✓	Payroll number
Lincolnshire County Council for pensions	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
Teachers' Pension Scheme	✓		✓	✓	✓	✓	Salary, marital status, absence rates, pay number
Virtual College for the purposes of staff training	✓	✓					Academy
Smartlog for the 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
Disclosure and Barring Service for safeguarding checks	✓	✓	✓		✓		
SIMS for management information system	✓	✓	✓	✓	✓	✓	
SBS School Business Services for the purposes of providing MIS support	✓	✓	✓	✓	✓	✓	
Inland Revenue, CSA, courts as part of possible investigations.	✓	✓	✓	✓	✓	✓	As necessary
Workfuture occupational health service and pre-employment checks	✓		✓	✓	✓		Absence, disability and equality details,
Groupcall – for teaching links for parents evening bookings, class lists, and communication purposes	✓	✓			✓		
Bishop Grosseteste University – Trainee teachers programmes	✓	✓	✓		✓		Class links
Lessons Learned – for purposes of monitoring staff performance and PDR process	✓	✓					Lesson Observations, job role, Personal Development Review (PDR)

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Edufocus.co.uk (Evolve) – for purposes of logging on to an online trips and visits tool	✓	✓					Mobile phone number where the staff member enters independently
Vericool (Cashless Catering) – for purposes of online payments to cashless catering for meal on site	✓	✓					Staff are able to add their own payment details to the site in order to make payments

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