



**CITY OF PETERBOROUGH
ACADEMY
SPECIAL SCHOOL**

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
Grant Thornton 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
Prudential for pensions	✓					✓	Academy
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
The Cambridge Partnership - trainee teachers programmes	✓	✓	✓		✓		Absence/performance details, disability, marital status, health clearance
TES Institute - trainee teachers programmes	✓	✓	✓		✓		Absence/performance details, disability, marital status, health clearance
Workfuture occupational health service and pre-employment checks	✓		✓	✓	✓		Absence, disability and equality details,
Groupcall – for communication purposes	✓	✓			✓		
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 independently

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PS Financials – for processing staff expense payments	✓				✓		Bank sort code and account number
HSBC - for making staff expense payments	✓						Bank sort code and account number
Tempest Photography – To create staff Identification badges	✓						Photo
PRICE – To facilitate the delivery of staff training	✓						

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