# Staff Survey Privacy Notice

## Why are we carrying out a staff survey

The aim of the survey is to develop a greater understanding of what it is like to be an employee at LEAF Studio School. We will use the feedback to identify how we can improve as employers and as providers of education to the children and young people in our care.

## Legal basis for processing the answers that you provide

You do not have to complete this survey. If you choose to respond we will use/process your answers as set out below. Our legal basis for running this survey is that it is in the legitimate interests of *LEAF Studio School*.

Our condition for processing ethnicity data is equality of opportunity and treatment.

## Who is processing our data?

Edurio Ltd is an educational survey company who we commission to administer our annual staff, parent and pupil surveys. Edurio keeps their data within the EU.

As you are aware, United Learning is currently providing school improvement support to LEAF Studio School. At our request, United Learning's central data team will complete analyses using pseudonymised respondent data, to support school improvement work. United Learning Trust (ICO registration number Z7415170) is a group of schools across England.

## Who will see my survey responses?

Your responses will go directly to Edurio, and anonymised responses will be shared with your headteacher and school leadership team through the Edurio platform. LEAF Studio school will provide access to the Edurio results platform and pseudonymised responses to United Learning, to enable them to provide additional analyses. Single person response data will never be presented on the Edurio platform and will always be aggregated to a minimum of three individuals' responses.

Any reports produced through this analysis will not identify you.

**Pseudonymised data can no longer be attributed to a specific person without the use of additional information.*

## Will I be identifiable by responding to the survey?

Answers will not be traceable back to any individual employee unless you write something that identifies you in a free text response. LEAF Studio school, United Learning and Edurio will never make any attempt to identify an individual.

## Where will the survey data be stored?

The responses will be stored on Edurio's servers which are within the EU. Pseudonymised data will be shared by Edurio with United Learning via the Secure Transfer of Personal Data Procedure. As an assigned data processor for LEAF Studio school, United Learning will securely store the data on Office 365 where it is encrypted as standard. All data is held on servers that are located within the EU. Access to the data will be restricted to all members of the central office data team with unique permissions and the file password protected to prevent unauthorised access.

## How long will Edurio keep the survey responses for in personalised form?

12 months on the platform and a further 12 months on their backup server.

## How long will United Learning keep the pseudonymised responses for?

Subject to the ongoing approval and consent of LEAF Studio school, these will be kept for 10 years.

## How can you access the information we hold about you?

You have the right to request a copy of the personal information that LEAF Studio school holds about you (called a Subject Access Request). Please contact office@leafstudio.co.uk if you wish to exercise this right.

Further information about your rights (to rectification, erasure, restriction of processing, objection to processing and right to data portability) can be found in the Employee Privacy Notice, a copy of which is on your school website.

## Legal information

- The Data Controller is LEAF Studio school.
- The Data Processors are United Learning Trust operating as United Learning and Edurio.
- The Data Protection Officer for LEAF Studio school is Sarah Pinington (office@leafstudio.co.uk)