Privacy Notice for Managing Employment

Employee Records

We are required to maintain employee records for our staff. The categories of information used in these records include:

- personal information (such as name, DOB, employee or teacher number, national insurance number, photo for ID purposes)
- characteristics information (such as, sex, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information, performance data, vetting data)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- financial details (pension and payroll data)

The records also contain special category personal information, for example:

- Ethnicity
- Religion
- Health information
- Trade Union Membership

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers
- Online searches

This information is used to

- Support effective management of the school workforce following our policies and procedures
- Help recruit staff and support effective performance management
- Facilitate our safeguarding obligations
- Enable staff members to be paid

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our employment contract with you and legitimate interests. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

This information will be retained for a minimum of 6 years from the end of the employment contract. Pension data will be kept for longer.

Sometimes we may share this personal information, for example with one or more of the following:

- Central Government (including the Department for Education (DfE) and Local Authorities
- Health providers
- Other education providers
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service
- Insurance providers

We use education platforms and systems to support our services and keep personal data secure. These providers act as data processors and only process personal data in line with our written instructions. The lawful basis for this processing is that it is it is a public task in the public interest.

Recruitment Records

We collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details
- Education History
- Employment History
- Vetting information
- Referee Contact Details
- Confidential references
- Proof of Identity (e.g. Driver's licence, passport)
- National Insurance Number
- Proof of professional qualifications

The records may also contain special category personal information, for example:

- Additional Needs (for interview purposes)
- Proof of right to work in UK where required

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service

For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.