

## Privacy Notice - Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

|   |  |   |                                     |    |
|---|--|---|-------------------------------------|----|
| What is the service being provided?     | Employment Records for schools staff   |   |                                     |    |
| What personal data do we need from you? | <p>We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you include, but is not restricted to:</p> <ul style="list-style-type: none"> <li>• Contact details</li> <li>• Date of birth, marital status, gender</li> <li>• Next of kin and emergency contact details</li> <li>• Salary, annual leave, pension and benefits information</li> <li>• Bank account details, payroll records, national insurance number and tax status information</li> <li>• Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process</li> <li>• Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships</li> <li>• Performance information</li> <li>• Outcomes of any disciplinary and/or grievance procedures</li> <li>• Absence data</li> <li>• Copy of driving licence</li> <li>• Photographs</li> <li>• CCTV footage</li> <li>• Data about your use of the school's information and communications system</li> <li>• Race, ethnicity, religious beliefs, sexual orientation</li> <li>• Health, including any medical conditions, and sickness records</li> </ul> |   |                                     |    |
| Who will be using your Personal Data?   | Who is the Data Controller?  | The Learning Partnership Trust (Roseacres Primary School) |                                     |    |
|   | Who is the Data Controller's Data Protection Officer?  | Lauri Almond (Essex County Council)                       |                                     |    |
|   | Are there any Data   | Yes   | <input checked="" type="checkbox"/> | No |

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|--|-------------------------|--|
|  | Processors?             |  |
|  | Who are they?           | SIMs, Payroll, HR, Legal Services contracted by the school, DBS Service  |
| What will it be used for and what gives us the right to ask for it and use it? | The Purpose(s):         | <p>The purpose of processing this data is to help us run the school including to:</p> <ul style="list-style-type: none"> <li>• Enable you to be paid</li> <li>• Facilitate safe recruitment, as part of our safeguarding obligations towards pupils</li> <li>• Support effective performance management</li> <li>• Inform our recruitment and retention policies</li> <li>• Allow better financial modelling and planning</li> <li>• Enables better equalities monitoring</li> <li>• Improve the management of workforce data across the sector</li> </ul> |
|  | The Legal Condition(s): | <p>We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:</p> <ul style="list-style-type: none"> <li>• Fulfil a contract we have entered into with you</li> <li>• Comply with a legal obligation</li> <li>• Carry out a task in the public interest</li> </ul> <p>Less commonly, we may also use personal information about you where:</p> <ul style="list-style-type: none"> <li>• You have given us consent to use it in a</li> </ul>  |

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|   |  |   |   |                                     |         |                                     |          |                          |  |
|---|--|---|---|-------------------------------------|---------|-------------------------------------|----------|--------------------------|--|
|   |  | certain way <ul style="list-style-type: none"> <li>We need to protect your vital interests (or someone else's interests)</li> </ul>   |   |                                     |         |                                     |          |                          |  |
| Who else might we share your data with?   |  | Central & Local Government, Health Providers, Other Education Providers (e.g. HR, Legal) Regulatory Bodies, Professional Associations, future employers (references), Payroll |   |                                     |         |                                     |          |                          |  |
| Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections? |  | NO  |   |                                     |         |                                     |          |                          |  |
| How long will your data be kept?  | When will it stop being used?  |   | Termination of employment + 6 years*  |                                     |         |                                     |          |                          |  |
|   | How long after this will it be deleted?  |   | Termination of employment + 6 years*<br>*Subject to exceptions – please refer to the Trust's Retention Schedule   |                                     |         |                                     |          |                          |  |
| Our use of the data will be subject to your legal rights (marked if applicable):                        | Inform   | <input checked="" type="checkbox"/>   | Access  | <input checked="" type="checkbox"/> | Rectify | <input checked="" type="checkbox"/> | Erase    | <input type="checkbox"/> |  |
|   | Restrict   | <input type="checkbox"/>  | Portable  | <input type="checkbox"/>            | Object  | <input type="checkbox"/>            | Automate | <input type="checkbox"/> |  |
| As you are giving us your data directly:  | This is the reason why we are allowed to ask for it and use it:                    |   | Employment law  |                                     |         |                                     |          |                          |  |
|   | This is what could happen if you refused to let us use your data for this purpose: |   | Unable to employ/continue to employ   |                                     |         |                                     |          |                          |  |
| As you are not giving your data directly to us:   | This is who is giving us your personal data:                                       |   | Previous employer, DBS service, Occupational Health, NCTL.  |                                     |         |                                     |          |                          |  |
|   | This is a source of personal data open to anyone                                   |   | Yes   | <input type="checkbox"/>            | No      | <input checked="" type="checkbox"/> |          |                          |  |
|   | These are the categories of personal data being given to us                        |   | Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding |                                     |         |                                     |          |                          |  |

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|  |  | checks, Pensions and payroll data, prohibition and qualification checks |
| <b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>  |  |   |
| <a href="#">The ICO Guide to the General Data Protection Regulations 2016</a><br><a href="#">The General Data Protection Regulations 2016</a>                            |  |   |
| <b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b> |  |   |
| Postal Address   | Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH                              |   |
| Email  | IGS@essex.gov.uk   |   |
| Phone Number   | 03330322970  |   |
| <b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>                              |  |   |
| Postal Address   | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF |   |
| Online Form  | <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>  |   |
| Phone Number   | 0303 123 1113  |   |

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