


# Employees Privacy Notice

## 2021-2022

**Employment Records**

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

- Name and contact details
- Date of Birth
- Financial details
- Vetting information
- Pensions and payroll data
- References
- Performance 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

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is our employment contract or legitimate interests for insurance purposes. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

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

- Central and local government departments
- Health providers
- Other education providers
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service
- Insurance providers

This information will be retained for a minimum of 7 years from the end of the employment contract.

**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
- Proof of Identity (e.g. Drivers licence, passport)
- Proof of right to work in UK where required
- 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. The legal basis we rely on for the special category personal data is and 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 main privacy notice.

**School Data Protection Role Contact Details**

| Role | Name | Email contact |
|---|---|---|
| Data Protection Officer (DPO) | Ms. L. Almond | IGS@essex.gov.uk |
| Senior Information Risk Owner (SIRO) | Mr. S. Proctor | admin@hadleigh-inf.essex.sch.uk |
| Information Champion (IC) | Mrs. A. Cain | finance@hadleigh-inf.essex.sch.uk |
| Information Governance Governor | Mr. I. Holroyd | IHFGB@hadleigh-inf.essex.sch.uk |