

Abbey Gate College

Whole School

Data Protection Privacy Notice (Employment)



Reviewed: November 2019 (RK/ RMU)
Governor Review: November 2019 (AG)
Next Review: November 2020 (RK)

Authorised and approved on behalf of the Board of Governors by:



Mr A Grime - Chair of Governors
The Scope of the Handbook

This Notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation.

Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information

Deeside House Educational Trust ('Company') is a 'data controller' and gathers and uses certain information about you. This information is also used by our affiliated namely Abbey Gate College and so, in this notice, references to 'we' or 'us' mean the College and Deeside House Educational Trust.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our *data protection privacy notice (employment) policy*.

About the information we collect and hold

What information

We may collect the following information during your employment:

- Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers);
- Information collected during the recruitment process that we retain during your employment;
- Employment contract information;

- Details of salary and benefits, bank/building society, National Insurance and tax information, your age;
- Details of your spouse/partner and any dependants;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence (where applicable, either for staff that will use the College minibus and/or as part of identity check);
- Details of your pension arrangements, and all information included in these and necessary to implement and administer them;
- Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health);
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks;
- Your trade union membership (if applicable);
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;
- Details of your Annual Reviews, Probation Reviews and Performance Reviews;
- Details of your performance management/improvement plans (if any);
- Details of your time and attendance records;
- Information regarding your work output;
- Information in applications you make for other positions within our organisation;
- Information about your use of our IT, communication and other systems, and other monitoring information;
- Details of your use of business-related social media, such as LinkedIn;
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur); and
- Details in references about you that we give to others.

Certain of the categories above may not apply to you if you are a worker, agency worker, independent contractor, freelancer, volunteer, governor **or** intern.

How we collect the information

We may collect this information from you, your personnel records, the Home Office, pension administrators, your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators, the DBS (including Atlantic Data DBS Service), your trade union (if applicable), other employees, consultants and other professionals we may engage, e.g. to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure *e.g. door entry systems, swipe card systems, CCTV, Futures Cloud (keystroke capture and screen capture), automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records* and any other relevant websites and applications.

Lawful basis why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our *data protection policy*):

- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligations to you as your employer under employment protection and health safety legislation, and under statutory codes of practice, such as those issued by Acas); and
- for the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the school's use of your data. Further information on the monitoring we undertake in the workplace and how we do this is available in our Data Management Handbook.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as external contractors and our professional advisers and with potential purchasers of some or all of our business or on a re-structuring. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Where information may be held

Information may be held at our offices, and third party agencies, service providers, representatives and agents as described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold including those measures detailed in our *privacy policies located on our website*.

How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our *Records retention policy that gives these details*.

Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Officer (DPO) The Director of Finance and Operations, who can be contacted via email, phone or face to face during working hours if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officer/ Director of Finance and Operations for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer/ Director of Finance and Operations will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your

personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Officer/ Director of Finance and Operations can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers)	From you	To enter into/perform the employment contract Legitimate interest: to maintain employment records and good employment practice	To enter into/perform the employment contract
Details of salary and benefits, bank/building society, National Insurance and tax information, your age	From you	To perform the employment contract including payment of salary and benefits Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To ensure you receive the correct pay and benefits Information shared with our payroll administrators RSM UK and with HM Revenue & Customs (HMRC)
Details of your spouse/partner and any dependants	From you	To perform the employment contract including employment-related benefits, e.g. private medical insurance, life assurance and pension	To ensure you receive the correct pay and benefits Information shared with our payroll administrators RSK UK and with HM Revenue & Customs (HMRC).
Your nationality and immigration status and information from	From you and, where necessary, the Home Office	To enter into/perform the employment contract	To carry out right to work checks

<p>related documents, such as your passport or other identification and immigration information</p>		<p>To comply with our legal obligations Legitimate interest: to maintain employment records</p>	<p>Information may be shared with the Home Office</p>
<p>A copy of your driving licence (where applicable)</p>	<p>From you</p>	<p>To perform the employment contract To comply with our legal obligations To comply with the terms of our insurance</p>	<p>To ensure that you have a clean driving licence. Information may be shared with our insurer.</p>
<p>Details of your pension arrangements, and all information included in these and necessary to implement and administer them</p>	<p>From you, from our pension administrators Aegon or Teachers Pension Scheme and (where necessary) from your own pension fund administrators</p>	<p>To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To administer your pension benefits AND/OR To comply with our auto-enrolment pension obligations. Information shared with our pension administrators Aegon and Teachers Pension Scheme and with HMRC</p>
<p>Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)</p>	<p>From you, from your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators AXA PPP where applicable.</p>	<p>To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits To comply with our legal obligations to you as your employer</p>

		safe working practices	Information shared with your doctors, with medical and occupational health professionals we engage and with our insurance benefit administrators AXA PPP For further information, see * below
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our policies For further information, see * below
Criminal records information, including the results of Disclosure and Barring Service (DBS) checks	From you and the DBS	To perform the employment contract To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts)	To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
Your trade union membership (where applicable)	From you or your trade union	To perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and	To register the status of a protected employee (where applicable) Information shared with your trade union For further information, see * below

		good employment practice	
Information on grievances raised by or involving you	From you, from other employees and from consultants we may engage in relation to the grievance procedure	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>For staff administration, to follow our policies and to deal with grievance matters</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage.</p>
Information on conduct issues involving you	From you, from other employees and from consultants we may engage in relation to the conduct procedure	<p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage.</p>
Details of your annual reviews and performance reviews (including probation reviews)	From you, from other employees and from consultants we may engage in relation to the annual reviews/performance review process.	<p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure</p>	<p>For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p>

		safe working practices	Information shared with relevant managers, HR personnel and with consultants we may engage.
Details of your performance management/ improvement plans (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process (including Probation Review Process).	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies and to monitor staff performance Information shared with relevant managers, HR personnel and with consultants we may engage
Information in applications you make for other positions within our organisation	From you	To enter into/perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To process the application Information shared with relevant managers, HR personnel and with consultants we may engage
Information about your use of our IT, communication and other systems	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and	Legitimate interests: to monitor and manage staff access to our systems and facilities to protect our networks, and personal data of employees and customers/clients,	To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant managers, HR personnel and

	<p>Internet facilities, telephones, voicemail, mobile phone records.</p>	<p>against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>, for statistical analysis.</p> <p>to prevent unauthorised access and modifications to our systems</p> <p>as part of investigations by regulatory bodies, or in connection with legal</p>	<p>with consultants we may engage.</p> <p>For further information, see ** below</p>
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		proceedings or requests	
Details of your use of business-related social media, such as LinkedIn	From relevant websites and applications	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage</p> <p>For further information, see ** below</p>

		<p>allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
<p>Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination)</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage</p> <p>For further information, see ** below</p>

		<p>restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
<p>Details in references about you that we give to others</p>	<p>From your personnel records, our other employees</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To provide you with the relevant reference</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the recipient(s) of the reference</p>

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information marked above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as *e.g. contractual sick pay* and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our *Criminal Records Information Policy as required under Data Protection Bill*, available in this Data Management Handbook.