

## **Privacy notice for Staff / Employees**

Businesses are currently required to detail to staff how their personal data may be collected and used.

### **Who processes your information?**

The School / Charity is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Jo Mullin is the Data Protection Officer (DPO). Their role is to oversee and monitor the School's / Charity's data processing practices. This individual can be contacted on 0151 632 3201 or [jmullin@acre-view.co.uk](mailto:jmullin@acre-view.co.uk).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the School / Charity places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### **Why do we need your information?**

The Charity / School, Acre View Primary School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the School / Charity, or those otherwise contracted to work at the School / Charity.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2016
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the School / Charity, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This

includes the following:

Employment checks:

- Failure to provide the charity with ample proof of a right to work in the UK will prevent employment at the School / Charity.
- Failure to supply all safer recruitment documents and evidence will prevent employment at the School / Charity.
- Employees found to be working illegally could face prosecution by law enforcement officers.

Medical Information:

- Failure to provide the School / Charity with medical information which will impact your ability to perform your role will not enable the School / Charity to offer support and make reasonable adjustments.

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

### **Which data is collected?**

The personal data the charity will collect from the School / Charity workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information

### **Recruitment Information**

The collection of personal information will benefit the School / Charity by:

- Improving the management of workforce data across the School / Charity.
- Ensuring the workforce is utilised to meet the pupil's needs.

- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the School / Charity to do so, e.g. medical records from a GP.

The categories of data obtained and processed from third parties include:

- Payroll- Pension Companies
- Medical – GP, Consultant, Occupational Health
- Medicash, Beneden
- Childcare Voucher Scheme
- Safeguarding – DBS, Disclosure by Association, Teachers
- Barring Services
- Department of Education
- Insurance Company
- Charity Solicitor

### **How is your information shared?**

The charity will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### **How long is your data retained for?**

Staff members' personal data is retained in line with the School's / Charity's data retention policy.

Personal information may be retained for the following periods depending on the nature of the information.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please refer to the School's / Charity's data retention policy.

### **How we store this data**

Personal data is stored in line with our data protection policy.

We maintain a file to store personal information about all Staff and Employees.

The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the School / Charity.

When your relationship with the School / Charity has ended, we will retain and dispose of your personal information in accordance with our data protection policy and data retention policy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data. You have a legal right to:

- Request access to the personal data that the charity holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Jo Mullin – [jmullin@acre-view.co.uk](mailto:jmullin@acre-view.co.uk)