

## Privacy Notice for Employees

This Privacy Notice has been written to inform prospective, current and former employees of Elevate Multi Academy Trust (Elevate) academies about how and why we process their personal data.

### Who are we?

Elevate is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which and the way your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Data Protection Officer (DPO): The role of the DPO is to ensure that the academy is compliant with GDPR and to oversee data protection procedures.

The DPO is Dianne Mousley

Contact:

Keeble Gateway Academy

Inspiration Way

Thirsk

YO7 1TS

[d.mousley@elevatemat.org](mailto:d.mousley@elevatemat.org)

### What information do we collect?

The categories of information that we collect, hold and share include the following:

- 🌱 Personal identifiers (your name, address, date of birth etc)
- 🌱 Previous job experience and qualifications (including copies of certificates and employment references)
- 🌱 Information about your employment attendance and performance (including disciplinary information)
- 🌱 Information about your ethnicity (for the purposes of equality monitoring)
- 🌱 Information about your right to work
- 🌱 Relevant medical information which affects your employment
- 🌱 Emergency contact information of those individuals you identify
- 🌱 Financial information, including bank account information, tax, national insurance, pension contributions and notifications from trade unions about subscriptions to facilitate salary payments
- 🌱 Contract information, including post, roles, start date, hours worked etc
- 🌱 Your photo for the purposes of safeguarding (for the purpose of the MIS, lanyard and noticeboards)
- 🌱 Information relating to low level concerns regarding staff for the purposes of protecting children from harm and safeguarding.

- 🌱 Web filtering and e-safety monitoring within schools and when school devices are taken home (see NSAT Safeguarding and Child Protection Policy)

Methods of collecting this information about you:

- 🌱 Documents supplied by you in the course of your job application or at supplementary points
- 🌱 Checks carried out with professional bodies
- 🌱 Information provided by previous employers
- 🌱 Directly from you

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6(1)(b) (contractual obligation), Article 6 (1)(c) (legal obligation), Article 6 (1)(f) (legitimate interests), Article 9 (2)(b) (employment and social security and social protection law) and Article 9 (2)(g) (Reasons of substantial public interest – condition 18 (safeguarding of children and vulnerable people) of Part 2 of Schedule 1 of the DPA 2018) of the UK GDPR:

- 🌱 Contractual requirements
- 🌱 Employment checks e.g. right to work in the UK
- 🌱 Salary requirements
- 🌱 To keep children safe
- 🌱 Inform the development of recruitment and retention policies, and to allow us to monitor whether these policies are effective in promoting diversity in the workforce
- 🌱 Financial
- 🌱 To meet our health and safety obligations with regard to prevention of the spread of infection during a global pandemic by providing you with a safe place to work
- 🌱 To conduct risk assessments to be able to maintain adequate and safe staffing levels during a global pandemic
- 🌱 We also may retain some information for historical and archiving purposes in the public interest

To process your criminal history data, the school relies on the following conditions under Schedule 1 of the Data Protection Act 2018:

- (6). Statutory and government purposes
- (10). Preventing or detecting unlawful acts
- (18). Safeguarding of children and individuals at risk

Most of the personal information we collect from you is mandatory to fulfil the obligations stipulated above, however some of the information that we may ask you to provide is voluntary, for example biometric (fingerprint) information (secondary schools only). In this instance, we rely on Article 6(1)(a) (consent) and Article 9 (2)(a) (explicit consent) to process this information. We will inform you of your choice not to provide this information prior to collection of the data.

## **Photographs**

We will seek your consent to use your photo on our website, on social media and within promotional material. Please note that you can withdraw this consent at any time.












Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting school specific point of contact for data protection.

## **Who has access to your personal data?**

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), the business manager, and relevant administrative staff in the academy and Elevate. Your title, surname, role and photo are also displayed within the reception area / entrance area of school for safeguarding purposes.

## **Who do we share your personal data with?**

We will share your information with the following organisations:

-  The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
-  HM Revenue & Customs
-  Department for Work and Pensions, if applicable
-  Pension Fund/Teachers' Pensions fund
-  Any salary sacrifice arrangement you sign up to, eg a charity, Everybody Benefits, Computershare
-  Your trade union, if applicable
-  Examining bodies, if applicable
-  Service and system providers for HR Management and Payroll – EPM
-  Disclosure and barring service to conduct criminal record checks, if applicable
-  Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference
-  Safeguarding: for the recording of low-level concerns about staff in line with Keeping Children Safe in Education guidance (KCSIE)

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

## **How long do we keep your personal data for?**

Elevate will keep your data in line with our Data Retention Policy and retention schedule. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## **Do you transfer my data outside of the UK?**

Generally the information that Elevate and its academies hold is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area, it will ensure it has extra protection from loss or unauthorised access.

## **What rights do you have over your data?**

Under UK GDPR you have the following rights in relation to the processing of your personal data:

- 🌱 to be informed about how we process your personal data. This notice fulfils this obligation
- 🌱 to request access to your personal data that we hold, and be provided with a copy of it
- 🌱 to request that your personal data is amended if inaccurate or incomplete
- 🌱 to request that your personal data is erased where there is no compelling reason for its continued processing
- 🌱 to request that the processing of your personal data is restricted
- 🌱 to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the academy has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) / 03031 231113