

Privacy Notice – How we collect and use staff information

Written May 2018 – Review date May 2019

1.0 **Privacy Notice (How we use staff, volunteer and governor information)**

1.1 This notice is to give staff, volunteers and governors insight into how information about them is collected and used in Bradford Christian School

1.2 The information we collect, hold and share includes:

- personal information such as your name, address and contact details, including email address and telephone number, date of birth, gender and teacher number;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with Bradford Christian School
- information about your remuneration, including entitlement to benefits such as pensions
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether you have a disability for which the organisation needs to make reasonable adjustments.

1.5 Data will be stored in a range of different places, including in your personnel file, your absence management file, the single central register, and in other IT systems including the organisation's email system.

2.0 **Why we collect and use this information**

2.1 BCS needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension entitlements.

2.2 In some cases, BCS needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

2.3 In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- run recruitment processes
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights
- Maintain the Single Central Register
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;

- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement
- to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims.
- Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities)

3.0 **The lawful basis on which we process this information**

3.1 We process staff data under The EU general data protection regulation 2016/679 (GDPR) Article 6 where:

- processing is necessary for compliance with a legal obligation to which the controller is subject
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

3.2 We also process data The EU general data protection regulation 2016/679 (GDPR) Article 9(2) where processing is necessary for the purpose of assessment of the working capacity of the employee

4.0 **Collecting this information**

4.1 Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

4.2 BCS collects this information in a variety of ways, E.G. through application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

4.3 BCS will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks permitted by law.

5.0 **Storing this information**

5.1 We hold school workforce data for length of time that the individual is officially connected to the school and will destroy data in line with the data retention document that can be viewed within the data protection policy.

5.2 Data will be stored in a range of different places, including in your personnel file, your absence management file, the single central register, and in other IT systems including the organisation's email system.

6.0 **Who we share this information with/ has access to this information:**

6.1 We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- HMRC
- The school pension provider

6.2 We do not share information about staff with anyone without consent unless the law and our policies allow us to do so. E.G.

- Department for Education (DfE) We share personal data with the Department for Education (DfE) on a statutory basis.
- Your information may be shared internally, including the school business manager and school secretary for payroll, your line manager, other SLT managers as appropriate and IT staff if access to the data is necessary for performance of their roles.
- BCS shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service.
- BCS shares your data with third parties that process data on its behalf, in connection with payroll, and the provision of benefits.

8.0 **Requesting access to your personal data**

8.1 Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school business manager

8.2 You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

8.3 If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school business manager in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9.0 **Further information**

9.1 If you would like to discuss anything in this privacy notice, please contact: Mrs Zeilah Chadwick school Business Manager, Bradford Christian school, Livingstone Road, Bradford, BD2 1BT.