



Hatfield Peverel St Andrew's Junior School

Privacy Notice - Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

Employee records	We are required to maintain employee records for our staff.
<p>The type of information used in these records includes:</p>	<ul style="list-style-type: none"> • Name and contact details • Date of birth • Next of kin • NI number • Financial details • Vetting information • Recruitment papers and pre-employment check information • Pensions and payroll data • References • Employment contracts • Health information (fit declaration, sick certificates, etc.) • Performance data • Absence records • Employment records • Risk Assessments <p>The records also contain special category personal information, for example:</p> <ul style="list-style-type: none"> • Ethnicity • Religion • Health information • Trade Union Membership <p>This information is generally provided by you, and sometimes it is provided by others, such as:</p> <ul style="list-style-type: none"> • Previous employers • DBS service • Occupational Health providers <p>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. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.</p> <p>Sometimes we may share this personal information, for example with one or more of the following:</p> <ul style="list-style-type: none"> • Central and local government departments • Health providers • Other education providers • Regulatory bodies • Professional Associations



	<ul style="list-style-type: none"> • Disclosure and Barring service • Insurance providers • SIMS and SIMS Pay • Parentmail • FMS • Payroll/HR • Legal Services <p>This information will be retained for a minimum of 7 years from the end of the employment contract.</p>
Recruitment Records	<p>We collect information when recruiting to vacant posts. The information is likely to include:</p> <ul style="list-style-type: none"> • 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 <p>The records may also contain special category personal information, for example:</p> <ul style="list-style-type: none"> • Additional Needs (for interview purposes) • Proof of right to work in UK where required <p>This information is generally provided by you, and sometimes it is provided by others, such as:</p> <ul style="list-style-type: none"> • Previous employers • DBS service • Occupational Health providers <p>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.</p> <p>Sometimes we may share this personal information, for example with one or more of the following:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.</p> <p>IGS Legitimate Interests Assessment.pdf</p>
Visit the following links for more information about Privacy Law, our obligations and your Rights:	
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016	
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:	
Email	info@sbmservices.co.uk
Phone Number	01206 671103
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

