

Privacy Notice for employees

The General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 came into force on 25 May 2018. They are new data protection laws designed to keep people's personal information safe.

Our Academy is part of Northern Education Trust (the Trust) and the Trust is the data controller of the personal information you provide in relation to your employment. This means the Trust determines how and why we collect and use your personal data. We may hold your personal information on paper, electronically or otherwise.

Under the new law, we must tell you:

- What information we collect,
- Why we collect it,
- Who we share it with,
- How long we keep it for,
- What your rights are,
- Who to contact if you need more information or have concerns.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work within the Trust.

Which data do we collect?

We process personal data relating to those who work in the Trust. The personal information that the Trust collects, holds and shares includes, but is not limited to, the following:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours,

training records and professional memberships

- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copies of documents which provide proof of ID
- Photographs
- CCTV footage
- Data about your use of the Academy's information and communications system

We may also collect, store and use information about you that is classed as special category personal data. This includes information about a person's:

- Racial or ethnic origin,
- Political opinions,
- Religious or philosophical beliefs,
- Trade union membership,
- Genetic data (such as data relating to the inherited or acquired genetic characteristics of an individual),
- Biometric data (for the purpose of uniquely identifying an individual),
- Data concerning an individual's health (including physical and mental health, medical conditions and sickness absence),
- Sex life or sexual orientation.

Criminal data is not included within the definition of special categories of data but we will process criminal data using the same safeguards we operate in respect of special categories of data.

Ensuring your personal data is accurate

We will keep the personal data we store about you accurate and up to date. We will take every reasonable step to erase or rectify inaccurate data immediately. Please tell us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you. We will also contact you if we become aware of any event that is likely to result in a change to your personal data.

Why do we collect it?

The law requires us to collect and process employees' personal data. The purpose of processing your personal data is to enable us to run the Trust, which includes:

- Paying your salary,
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils,
- Supporting effective performance management,
- Informing our recruitment and retention policies,

- Allowing better financial modelling and planning,
- Enabling ethnicity, disability and gender pay monitoring,
- Improving the management of workforce data across the sector,
- Facilitating corporate transactions involving the Trust.

If you fail to provide us with certain personal data, you may not be paid and the Trust may not be able to comply with its statutory obligations.

We will only process your personal data to the extent that it is necessary for the specific purposes we tell you about. Whenever we collect information from you, we will tell you if you must provide the information or if you can choose not to do so.

Our lawful basis for processing your personal data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you;
- Comply with a legal obligation; or
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way. We will tell you when we need consent and will provide more information. If you give us consent, you can withdraw it at any time by getting in touch with us;
- We need to protect your or someone else's vital interests; or
- We (or a third party) have legitimate interests in processing the personal data – for example to support the Trust to develop strategies and plans to support its sustainability.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds that justify the Trust's use of your personal data.

We will only process special category personal data where a further processing condition is met. Usually this will mean that:

- The processing is legally required for employment purposes,
- The processing is necessary for the assessment of your working capacity, or
- You have given your explicit consent.

What are our legitimate interests (or the legitimate interests of a third party)?

We consider that in some circumstances, the processing of your personal data is necessary for our (or a third party's) legitimate interests, which include:



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- Ensuring we manage our workforce effectively. This requires us to manage your holiday entitlement, payroll matters, conduct periodic performance reviews and, if required, take disciplinary action.

Ensuring that the information you provide us is accurate within the recruitment process and