

Privacy Notice – Human Resources

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THIS APPLIES TO THE WHOLE SCHOOL AND ALL STAFF

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Our commitment to your privacy

We are serious about protecting your personal data. This privacy notice explains:

- From where we secured your personal data
- The personal data that we collect
- Your personal data rights
- Your right to object to our processing your personal data and withdrawing consent
- How and when we use your personal data
- Whether we share your personal data with anyone else
- For how long will we keep your personal data
- How you can access your personal data
- Information about our use of cookies

If you have any questions or queries about this notice please contact either the Director of Finance and Operations or the Operations Manager.

Personal data that we collect

The personal data that we collect before employment includes:

- Application form – name and address
- CVs and covering letters
- Contact information including email, telephone numbers, social media accounts
- Equal Opportunities monitoring information – age, gender, ethnicity, disability
- References received

The personal data that we collect after appointment but prior to employment includes:

- DBS Certificate and associated ID papers
- Medical and health declaration
- Records of criminal convictions
- Right to work checks – copies of passports, birth certificate, visas, permits for work
- Checks with professional bodies including DfE (teacher number)
- Qualifications
- Contract of employment and terms and conditions relating to job
- P45/details of previous employer

The personal data that we collect during employment includes:

- Next of kin and emergency contact details
- Emails, messages and correspondence

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- Photos
- Discipline, grievance, capability records
- Notes of meetings
- Sickness absence records
- Accident forms
- Subject Access Requests
- Expenses claims
- Holiday record
- Performance reviews and appraisal records including lesson observations
- CPD and training records
- Family information – maternity forms, paternity children’s date of birth and name, emergency time off
- Parental leave and flexible working requests
- Bank and payroll associated details including national insurance number
- Pension records including any death benefit or revocation forms
- Time sheets
- IP address (the number that uniquely identifies a specific computer)
- Biometric thumb print
- Vehicle details including registration number
- Driver details including driving licence and insurance if applicable
- Internet usage history
- CCTV
- Recorded calls (not all calls are recorded but some may be)
- Resignation letter

We collected your personal data from you at recruitment and during your employment. We also collected the following personal data from third parties:

- Your references were secured from your previous employers
- Disclosure and Barring Service check for criminal records check and barred list
- Department of Education checks (for teaching staff)
- Other checks – Finance Department

We always ensure that we have a lawful basis for processing the personal data that we collect. In this case, the lawful basis for processing your personal data is the employment contract and associated aspects of running the School.

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Your rights in respect of your personal data

You have the right to request access to your personal data and to amendments to it and for it to be deleted. Further information about those rights along with your right to withdraw any consent you have given or object to our processing your data can be found in our data protection policy on SharePoint. That policy also includes who to speak with if you have any queries about our approach to processing your personal data.

How and when we use your personal data

We are committed to using your personal data responsibly and lawfully. Here is what we do with your personal data:

- Maintain an accurate and up to date personal file for the purpose of your employment
- Ensure you are paid accurately and on time
- Enable the School to plan and deliver the timetable
- Provide you with a School parking permit
- Provide you with school lunch

Your personal data is all stored within the UK.

To help us to maintain the accuracy of the personal data that we hold, please let us know if we hold out of date or inaccurate information about you.

Sharing your personal data

There are only a few occasions where we will share your personal data with a third party. They are:

- Where we are required to disclose it by law – to government bodies for example
- Our School payment platform – Wisepay - for school bookings
- Our cashless catering provider - NRS – for recording school lunches
- Our Payroll provider - Smith Cooper - for the purpose of paying you
- Pension providers for ensuring your pension membership is maintained and accurate
- Between ourselves – for example to deal with a query that you may have or to operate the timetable
- With our professional advisers (who are required to keep confidential your data)

The Data Controller collecting your personal data for the purpose of this policy is Nottingham High School. We use accepted standards of technology and security to protect your personal data.

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For how long will we keep your personal data

Our 'retention policy' lists the type of data we process and for how long it is kept. You can access that policy on SharePoint. If you would like us to delete your data, and we do not have a lawful reason to retain it, you can make a deletion request by writing to the Director of Finance and Operations at Nottingham High School.

How you can access your personal data

You can ask us for a copy of the personal data that we hold on you by writing to the Director of Finance and Operations. We may need to ask you for copies of two types of approved identity in order to process your request (such as a passport and driving licence). You can also ask us to make corrections to data you consider to be inaccurate by writing to the Director of Finance and Operations at Nottingham High School.

Information about our use of cookies

A cookie is a small file (typically letters and numbers) which may be placed on your computer when you access our website. Through the cookie we can recognise your computer and browsing activity if you return to the website.

We use cookies to allow our website to recognise when you return to our site (which helps us to optimise your visits) and cookies to track the life of each visit.

If you would like more information on cookies click here <https://www.aboutcookies.org/>

We use Google Analytics, a web analytics service provided by Google Inc. ("Google"), which allows us to collect information about how you use our site. If you access our website directly (and not via an email) your visits will be tracked anonymously. More details about the purpose of these cookies can be found

here: <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage?csw=1>

We use social buttons such as Twitter, Google, Facebook and LinkedIn to share or bookmark pages on our site or email updates. Those sites may collect information about your internet activity, including if your visit to our site (even if you don't click on the button if you're logged on to their site). You should check the privacy and cookies policy of each of these sites to see how they use your information and find out how to opt out and delete such information.

You are able to manage cookies. For more information click <https://www.aboutcookies.org/>.

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If you want to block all cookies all of the time you can set your computer preferences to do so.

Our website does not require you to input personal data to use it. You may however volunteer personal data such as your name and email address to request information, updates and our services. That information is required to deal with your query appropriately.