



Privacy Notice – Employee

We respect your privacy and are committed to complying with privacy legislation. This privacy notice is to be read in conjunction with the overall privacy statement held under www.gepacademies.com/dataprivacy.

What is the service being provided?	Employment for staff of GEP Academies: Recruitment; maintenance of employment records; equality monitoring; employment reporting; school operational records relating to your role.			
What personal data do we need from you?	<ul style="list-style-type: none"> • Attendance/absence information including maternity/paternity • Contact/home information, e.g. address, mobile, personal email • Contractual, payroll, benefits and pension information • Declarations of interest • Driving certificate, insurance & car information • Equality information, e.g. disability, gender, race, religion • Financial information, e.g. NI number, bank details • Health and medical information • Identifiers, e.g. name, date of birth, gender, photo • Next of kin/emergency contacts • Performance information, including assessments and investigations • Previous, current and future education/career • Qualifications, accreditations, awards, professional membership/development • Recruitment/pre-employment check information, including convictions • Reference information from employment/education • Trade union information, e.g. membership, roles, meetings, representations, payroll deductions <p>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.</p>			
Who will be using your Personal Data?	Who is the Data Controller?	GEP Academies Staff, governors/trustees in schools/business units across GEP Academies.		
	How can you contact the Data Protection Officer?	DPO@gepacademies.com		
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	Employment (in education)		
	The Lawful Basis:	<ul style="list-style-type: none"> • Under Contract (of Employment) • Employment, Social Security, Social Protection 		
Who else might we share your data with?	<ul style="list-style-type: none"> • Business associates/partners • Companies House • Curriculum software providers • Department for Education (DfE) • Current/future/prospective employers/education/training providers • Next of kin/emergency contact • Police forces and courts • Professional Associations • Regulatory Bodies • Representatives of the person whose personal data we are processing e.g. Trade Unions 			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No			
How long will your data be kept?	When after use will this data be deleted?	As per GEP Data Retention Procedure <ul style="list-style-type: none"> • Staff Management Records: Academic year of termination of employment + 6 years 		

		<ul style="list-style-type: none"> •Disciplinary & Grievance Records Until the academic year of the person's normal retirement age or 10 years from the academic year of date of the allegation, whichever is the longer, then review. •Payroll & Pensions records: Current academic year + 6 years •Accident/injury at work Academic year of date of incident + 12 •Minutes of Board/GLAC meetings: Principal set are permanent. •Annual Reports: Current academic year + 6 years 						
Our use of the data will be subject to your legal rights (if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:			Employment law				
	This is what could happen if you refused to let us use your data for this purpose:			Unable to employ				
As you are not giving your data directly to us in all circumstances:	This is who is giving us your personal data:			<ul style="list-style-type: none"> • Department for Education (DfE) • Previous educational establishment/employer • Occupational healthcare provider • Next of kin/emergency contact • Safeguarding service provider • Trade Union or other representative • Payroll, rewards and pensions provider 				
	This is a source of personal data open to anyone			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	These are the categories of personal data being given to us			<ul style="list-style-type: none"> • Attendance/absence information • Health and medical information • Identifiers, e.g. name, date of birth, gender • Payroll, benefits and pension information • Performance information incl. assessments and investigations • Previous and future education/career • Qualifications, accreditations, awards, professional membership/development, awards • Recruitment/pre-employment check information, including convictions • Reference information from employment/education • Trade union information, e.g. membership, roles, meetings, representations, payroll deductions 				
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	DPO@gepacademies.com							
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							



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Version Control

Date	Version	Updated By	Comments
24/05/18	1.0	COO	GDPR/DPA2018 Compliance; effective 25/05/18