



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.

<p>What is the service being provided?</p>	<p>Employment for staff of GEP Academies: Recruitment; maintenance of employment records; equality monitoring; employment feedback reporting and improvement; school operational records relating to your role.</p>			
<p>What personal data do we need from you?</p>	<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 • Feedback • 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>			
<p>Who will be using your Personal Data?</p>	<p>Who is the Data Controller?</p>	<p>GEP Academies Staff, governors/trustees in schools/business units across GEP Academies.</p>		
	<p>How can you contact the Data Protection Officer?</p>	<p>DPO@gepacademies.com</p>		
	<p>Are there any Data Processors?</p>	<p>Yes</p>	<p><input checked="" type="checkbox"/></p>	<p>No</p>
<p>What will it be used for and what gives us the right to ask for it and use it?</p>	<p>The Purpose(s):</p>	<p>Employment (in education)</p>		
	<p>The Lawful Basis:</p>	<ul style="list-style-type: none"> • Under Contract (of Employment) • Employment, Social Security, Social Protection 		
<p>Who else might we share your data with?</p>	<ul style="list-style-type: none"> • Business associates/partners • Companies House • Curriculum software providers • Current/future/prospective employers/education/training providers • Department for Education (DfE) • 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 • Survey service providers 			
<p>Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</p>	<p>No</p>			

<p>How long will your data be kept?</p>	<p>When after use will this data be deleted?</p>				<p>As per GEP Data Retention Procedure</p> <ul style="list-style-type: none"> • Staff Management Records: Academic year of termination of employment + 6 years • 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 			
<p>Our use of the data will be subject to your legal rights (if applicable):</p>	<p>Inform <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Access <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Rectify <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Erase <input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>As you are giving us your data directly to us:</p>	<p>This is the reason why we are allowed to ask for it and use it:</p>	<p>Employment law</p>						
	<p>This is what could happen if you refused to let us use your data for this purpose:</p>	<p>Unable to employ</p>						
<p>As you are not giving your data directly to us in all circumstances:</p>	<p>This is who is giving us your personal data:</p>				<ul style="list-style-type: none"> • Department for Education (DfE) • Previous educational establishment/employer • Healthcare provider e.g. occupational health, GP • Next of kin/emergency contact • Safeguarding service provider • Trade Union or other representative • Payroll, rewards and pensions provider 			
	<p>This is a source of personal data open to anyone</p>				<p>Yes <input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>
	<p>These are the categories of personal data being given to us</p>				<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
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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
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Online Form	https://ico.org.uk/concerns/handling/
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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
05/02/20	1.1	COO	Review of data processors and data elements