ODST Oxford Diocesan Schools Trust GOVERNANCE

Privacy Notice Employee

Introduction

The Oxford Diocesan Schools Trust (ODST) has several obligations under the General Data Protection Regulation (GDPR). This privacy notice sets out the types of data we hold on you as an employee of ODST and how we use and store that information.

This document should be used in respect of all members of the school workforce and in relation to any processing of personal data about them. The document should be communicated to them when they first start working with the school as well as being made available on the school website, internally and externally.

Data Controller Details

ODST is the data controller for all its member schools.

Our postal address is St Mary's Convent, Denchworth Road, Wantage, Oxfordshire OX12 9AU.

The Data Protection Officer for ODST is Julian Hehir. He can be contacted at dpo.odst@oxford.anglican.org .

Data Protection Principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way;
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you;
- only use it in the way that we have told you about;
- ensure it is correct and up to date;
- keep your data for only as long as we need it;
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

Types of data we process

We process personal data for employment purposes to assist in the running of ODST and to enable individuals to be paid.

This personal data includes identifiers such as:

- personal information (such as name, employee or teacher number, national insurance number);
- It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us);
- contractual information (such as start dates, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons);
- qualifications and training records;
- documentation relating to your right to work in the UK.

We collect data about you in a variety of ways and this will usually start during a recruitment exercise, such as an application form completed by you and interview notes made on behalf of ODST. In some cases, we may also collect data from third parties such as when taking up references from former employers. Personal data is kept in personnel files or within ODST's HR and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to;
- in order to carry out legally required duties;
- in order for us to carry out our legitimate interests;
- to protect your interests; and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

By way of example, the personal data that is provided by you, or requested from you, during a recruitment process will enable us to perform the employment contract that we are party to (e.g. pay you), carry out our legally required duties (e.g. ensure you have the right to work in the UK) and carry out our legitimate interests (e.g. ensure that in line with safeguarding procedures the appropriate checks have been made before you commence employment with us). Any data that is collected to adhere to the various safeguarding requirements in schools also has a pupil, and public, interest angle.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- the relevant local Council in the areas we operate;
- the Department for Education (DfE).

The collection of this information will benefit both national and local users for example by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- supporting the work of Teachers' Review Bodies.

If you require more information about how the local authority and / or DfE store and use your personal data please visit:
https://www2.oxfordshire.gov.uk/cms/public-site/access-data-and-information
Requests for information | Royal Borough of Windsor and Maidenhead
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Other organisations with whom we may share your personal data include:

- the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children;
- our payroll provider- e.g. national insurance number and bank account details- to enable you to be paid;
- HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions;
- a child-care voucher provider where you have decided to become part of that scheme so that they can provide the vouchers to you;
- a pension provider, such as Teachers' Pensions or the Local Government Pension Scheme in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement.

Our disclosures to third parties are lawful because one of the following reasons applies:

- the disclosure is necessary for the performance of your employment contract;
- the disclosure is necessary for the performance of a legal obligation to which ODST is subject, for example our legal duty to safeguard pupils;
- the disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- the disclosure is necessary for the performance of our education function which is a function in the public interest.

We do not share your data with bodies outside of the European Economic Area.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. This will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Retention periods can vary depending on why we need your data and ODST will comply with retention guidelines issued by the Information Commissioner's Office. By way of example HR data will be retained for a minimum of 6 years after the end of your employment with us.

Your rights

You have the right to:

- ask for access to your personal information.
- ask for rectification of the information we hold about you.
- ask for the erasure of information about you.
- ask for our processing of your personal information to be restricted.
- data portability.
- object to us processing your information.
- object to decisions based purely on automated processing, including profiling and decisions made through artificial intelligence (AI), where it produces a legal or similarly significant effect upon you.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please refer to the Subject Access procedure which can be found in our Data Protection Policy on our website.

More information about your rights is available in our Data Protection Policy.

The right to withdraw consent

Whilst you have the right to withdraw consent at any time, as one of the key reasons for processing your data is to allow us to carry out our duties in line with your contract of employment, if you do not provide us with the data needed to do this, we may not be able to carry out those duties- e.g. ensuring you are paid correctly. Similarly, we may also be prevented from confirming, or continuing with, your employment with us in relation to our legal obligations if you do not provide us with information confirming your right to work in the UK.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the ODST Data Protection Officer (contact details can be found at the beginning of this privacy notice). If you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Updates to the ODST Privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Declaration

I have read the above privacy notice and understand the rights of ODST and my own rights under the GDPR.

Name of employee	
Signature	
Date	