

# Staff, Job Applicants, Volunteers, Alumni & Contractors Privacy Notice

## 1. GENERAL INFORMATION

- 1.1. We process personal data relating to:
  - those we employ to work at our schools, or otherwise engage to work within our Trust;
  - those applying to work within our Trust;
  - those we contract to undertake work at our schools.
- 1.2. This section ('General information') is applicable to all of the individuals covered by this notice.
- 1.3. This Privacy Notice should be read and interpreted together with the Data Protection Policy available at: <https://anglianlearning.org/gdpr-policies/>
- 1.4. Any wish to limit or object to the uses to which personal data is to be put should be notified to the Data Protection Officer who will ensure that this is recorded, and adhered to if appropriate. If the Data Protection Officer is of the view that it is not appropriate to limit the use of personal data in the way specified, the individual will be given written reasons why the Trust cannot comply with their request.
- 1.5. The Data Protection Officer, Mark Povey, can be contacted at <[mark@js-ig.com](mailto:mark@js-ig.com)>.

## 2. PERSONAL DATA OF THE STAFF

- 2.1. We process personal data relating to our staff for employment purposes, to assist in the running of the Trust and to enable individuals to be paid.
- 2.2. This personal data includes identifiers such as names and national insurance numbers, contact details, remuneration details, employment history, information relating to career progression, qualifications, absence information, safeguarding and DBS checks, emergency contact details and payroll. 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). Photographs will also be held against this information.

- 2.3. During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.
- 2.4. The data is used to comply with legal obligations placed on the Trust in relation to employment, and the education of children in a school environment. The Trust may pass information to other regulatory authorities where appropriate, and may use names and photographs of staff in publicity and promotional material. Personal data will also be used when giving references.
- 2.5. Staff should note that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.
- 2.6. Staff should note that information regarding their wellbeing and any underlying conditions that they provide may be kept for the purpose of ensuring that the Trust is able to fulfil their duty of care.
- 2.7. DBS checks are carried out on the basis of the Trust’s legal obligations in relation to the safer recruitment of staff as stipulated in the Independent School Standards Regulations and the DBS information (which will include personal data relating to criminal convictions and offences) is further processed in the substantial public interest, with the objective of safeguarding children. Retention of the information is covered by the Records Retention Policy.
- 2.8. Access to the DBS information is restricted to those staff who have a genuine need to have access due to their job roles. In addition the provisions of the GDPR and the Data Protection Act 2018, disclosure of this information is restricted by section 124 of the Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.
- 2.9. Staff information will be destroyed securely in line with the Trust’s Document Retention Policy but limited information may be retained for historical purposes.
- 2.10. 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.
- 2.11. The collection of this information will benefit both national and local users 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 ;
  - Allowing better financial modelling and planning;
  - Enabling ethnicity and disability monitoring;
  - Supporting the work of the School Teachers’ Review Body

### **3. PERSONAL DATA OF THE JOB APPLICANTS**

- 3.1. Personal data that we may collect, use, store and share (when appropriate) about job applicants includes, but is not restricted to:
- Contact details
  - Copies of right to work documentation
  - References
  - Evidence of qualifications
  - Employment records, including work history, job titles, training records and professional memberships
- 3.2. The purpose of processing this data is to aid the recruitment process by:
- Enabling us to establish relevant experience and qualifications
  - Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
  - Enabling equalities monitoring
  - Ensuring that appropriate access arrangements can be provided for candidates that require them
- 3.3. In the situation that some of the scopes for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.
- 3.4. Personal data we collect as part of the job applications is stored in line with our data protection provisions and Document Retention provisions (point 3, section II from the Privacy Policy).
- 3.5. Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protections law.

### **4. PERSONAL DATA OF THE VOLUNTEERS & CONTRACTORS**

- 4.1. We process personal data from volunteers and contractors for contractual purposes and to safeguard the pupils within our care.
- 4.2. This personal data includes identifiers such as names, addresses and date of birth.
- 4.3. For contractors, we may disclose details about you including national insurance number to our payroll provider to enable you to be paid.
- 4.4. 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.

### **5. PERSONAL DATA OF THE ALUMNI**

- 5.1. We process personal data from alumni in order to fulfil our legal obligations or legal interests. That means, unless the Law requires us to collect your data, we

will process it with the aim of improving your experience in the alumni community and providing you opportunities to engage with the school's projects or events.

For example, such events could be organised for:

- Offering current pupils career advice
- Philanthropic events
- Educational or artistic programs
- Raising awareness seminars

- 5.2. This personal data collected is: contact details, education records and occupation.
- 5.3. However, sensitive data (biometric data) could be processed, encompassing photographs taken whilst being a student.
- 5.4. Your data will be exclusively shared with the staff of the University and with third parties that take part in organising the aforementioned events.
- 5.5. 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.