

Privacy notice for job applicants and the school workforce

Who processes your information?

The Durham and Newcastle Diocesan Learning Trust (DNDLT) as well as the school is the data controller of the personal information you provide to us. This means the Trust and the school determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

The Data Protection Officer for the DNDLT is:-

Liane Atkin,
Durham and Newcastle Diocesan Learning Trust
Cai Building, Fourth Floor
Coble Dene
Royal Quays
North Shields
NE29 6DE
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Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

The Durham and Newcastle Diocesan Learning Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law as well as the legal requirements and public interests set out in the UK GDPR and UK law including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Article 6 and Article 9 of the UK GDPR
- Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at the school.
- Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

Legal Obligations

- We may be unable to ensure your health and safety

For which purposes are your personal data processed?

In accordance with the above, job applicants' personal data is used for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Following appointment staff members' personal data is used for the following reasons:-

- Contractual requirements and administration
- Employment checks, e.g. right to work in the UK
- To enable individuals to be paid
- Deducting tax and National Insurance from employees
- Providing contractual benefits
- Liaising with trustees or managers of pension providers
- Accountancy and audit purposes
- Conducting performance reviews, managing performance and setting performance requirements
- Making decisions about pay
- Assessing qualifications for a job or task including promotion decisions
- Gathering evidence for possible grievance or disciplinary hearings
- Making arrangements for continuance or termination of working relationships
- Education, training and development requirements
- Dealing with legal disputes involving you, other employees, workers and contractors including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- Prevention of fraud
- Monitoring use of our information and communication systems to ensure compliance with E-safety policies
- Ensuring network and information security, including prevention of unauthorised access to our computer and electronic communications systems and preventing malicious software distribution

- Equal opportunities monitoring

Some of the above grounds of processing will overlap and there may be several grounds which justify use of your personal information.

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group, gender, race, religious beliefs, sexual orientation, marital status and dependents
- Employment contracts
- Bank account details, payroll records and tax status information
- Salary, annual leave and pension and benefits information
- Start date and dates of continuous employment
- Leaving date and reason for leaving
- Qualifications
- Absence information
- Emergency contact details and next of kin
- Location of employment
- Recruitment information (including copies of right to work documents, references and other information contained in a CV or covering letter or as part of the application process)
- Employment records (including job titles, work history, working hours, holidays, training records and professional membership)
- Compensation history
- Performance information
- Disciplinary and Grievance information
- CCTV footage and information obtained through any electronic means such as swipe card records
- Information about your use of our information and communications systems
- Photographs
- Results of HMRC employment status and where relevant details of your interest in and connection with the intermediary which your services have been supplied
- Details of Trade Union membership
- Health information including any medical condition, health and sickness records including details of any absences (other than holidays) from work including time on statutory parental leave and sick leave and health information needed for pensions and permanent health insurance purposes
- DBS check information including information relating to criminal convictions and offences
- Information about accidents or injuries at work

The collection of personal information will benefit both the Department for Education and Local Authority by:

- Improving the management of workforce data across the sector.
- Enabling the 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.

How will your personal data be collected and will your personal data be sought from third parties?

We will collect personal information about employees, workers and contractors through the application and recruitment process via the My New Term portal and also directly from candidates or sometimes from a supply agency or background check provider. Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

We will collect additional personal information in the course of job related activities throughout the period of you working for us.

We may sometimes collect additional information from third parties including former employers or where the law requires the school to do so, e.g. medical records from a GP. We may also collect personal information from the trustees or managers of pension arrangements.

How is your information shared?

We will not share your personal information with any third parties without your consent, unless the law and our policies allow us to do so or where we have another legitimate interest in doing so.

Once you are employed by the DNDLT we routinely share your personal information with

- Local Authority
- The Department for Education
- The Durham and Newcastle Diocesan Learning Trust
- Payroll providers
- Pension providers
- Ofsted
- Statutory Inspectors of Anglican and Methodist Schools
- Partner secondary schools
- The Special Educational Needs Team
- IT provider
- School Information Management System (Arbor)
- Trust Finance system (Sage)
- Educational visits/residential partners
- School clerking service (Berry Education)
- Safeguarding advisors (Clennell Education Solutions)
- CPOMS safeguarding software service and Staff Safe
- Trust HR/employment law advisors (Ward Hadaway)
- Trust Health and Safety Advisors (Citation)
- My New Term (HR recruitment software)

Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections. We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see Annex 1: 'How Government uses your data' .

How long is your data retained for?

Unsuccessful job applicant's data is retained for 6 months from the date of appointment of the successful candidate.

Staff members' personal data is retained in line with the School's retention of records policy

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held please contact the Head Teacher in the first instance.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the school holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how the school processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK [website](#), or visit the DNDLT website at www.dndlt.co.uk to download the Data Protection Policy <https://www.dndlt.co.uk/key-information/policies-and-procedures> .

Annex 1:- How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (DfE) has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is

published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>