

Appendix 1 - St Angela's Ursuline School – Staff Privacy Notice

St Angela's Ursuline School, St Georges Road, Forest Gate, E7 8HU is the **Data Controller**.

St Angela's collects and processes personal data relating to its employees to manage the employment relationship. St Angela's is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations and compliance with data protection legislation (GDPR).

What information does St Angela's collect?

St Angela's collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pension;
- details of your bank account and national insurance number;
- information about your next of kin and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, maternity, adoption, paternity and shared parental leave and any other periods of absence from the organisation, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

St Angela's collects this information in a variety of ways. For example, data is collected through forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other methods.

In some cases, St Angela's collects personal data about you from third parties, such as references supplied by former employers. St Angela's seeks information from third parties with your consent only.

Data is stored in a range of different places, including in your personnel file, in St Angela's HR management systems and in other IT systems (including the organisation's email system) and all this data is kept securely.

Why does St Angela's process personal data?

St Angela's needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits such as pension.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, St Angela's has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the school to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Where St Angela's processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information will be shared internally but restricted to small group of people. These would include the relevant HR professionals and managers (but only where appropriate).

In certain cases, the school shares your data with third parties in order to obtain pre-employment references from other employers.

The school also shares your data with third parties that process data on its behalf in connection with payroll and the provision of benefits such as pension.

The school will not transfer your data to countries outside the European Economic Area, regardless of the current or future status of the UK within the European Union.

How does St Angela's protect data?

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does St Angela's keep data?

The school will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are kept in accordance with St Angela's Data Protection Retention Schedule.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data; and
- In certain instances, request that your personal data be deleted or rectified.

If you would like to exercise any of these rights, please contact the school via office@stangelas-ursuline.co.uk. Please note that you do not necessarily have to provide details at this stage, especially if the reason is a very personal one. The appropriate HR manager will be in contact shortly.

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner. <https://ico.org.uk/>

What if you do not provide personal data?

You have some obligations under your employment contract to provide the school with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, you must provide to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the school's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Further information

St Angela's has appointed Jon O'Brien as the person with responsibility for data protection compliance within the organisation. He can be contacted via email. Questions about this privacy notice, or requests for further information, should be directed to him.