

Bede's Trust Privacy Notice for employees of the Trust, or applying to join the Trust

In the course of your employment, engagement or other basis of work undertaken for the Trust, we will collect, use and hold ("process") personal data relating to you as a member of our staff. This makes the Trust a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

This document applies to academic and other staff, contractors, itinerant teachers, casual workers, temps and volunteers who may be employed or engaged by the Trust to work for it in any capacity, as well as prospective applicants for roles.

This notice deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere.

This privacy notice should be read in conjunction with the 'Overview Privacy Notice' and the introductory paragraphs of the 'Privacy Notices' section on the Trust's website.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly and will thereafter be available on both Mybedes and the Trust website.

Data will be processed for the purposes of responding to requests for information about joining the Trust and the Trust will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the Trust holds will be the minimum it requires to form and maintain the contract between you and the Trust.

The Trust will share your data where relevant with the following companies who have contracts with the Trust and who have equalled the Trust's precautions and systems for dealing with data, these are:

- Quintin Medical Centre, Trust Health care service provider
- Atlantic Data, Trust DBS Checker
- Microsoft, iSAMS, PASS, The Parent Portal, Trust IT software providers

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the Trust organises, should this be envisaged for you, you will be contacted for your consent, the consent will be limited in time and content if it be required.

The retention period for employee data will be seven years from the end of the contract of employment; in addition, a permanent record of all mandatory checks that have been undertaken will be kept. For further details on the Trust's retention policies please refer to the Trust Retention of Records Policy available on both Mybedes and the Trust website.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

You can complain at any time about how the Trust has handled your data. The Information Commissioner is available through the ICO helpline at 0303 123 1113. It should be noted that the ICO recommends that steps are taken to resolve the matter directly with the Trust prior to involving the regulator, please refer to the Trust's Overview Privacy Notice for further details.

We will obtain the data the Trust requires from you, should we need data from other sources we will contact you first.

We see the provision of personal data as necessary to properly employ you at the Trust and to administer, and for the Trust to fulfil its obligations under the contract once you are an employee here.

There is no automated decision making or profiling involved in this data stream into and through the school.

Owned by: Data Compliance Manager

Authorised by: SMT

Date: August 2018

Review Date: August 2019

Circulation: All staff