

## **Employee Privacy Notice**

This Privacy Notice explains the reasons why the Academy collects and processes personal information from employees, workers, contractors, apprentices and interns and ex-employees.

**Data controller:** The Skinners' Academy ("The Academy"), a Company Limited by Guarantee (company number 6543682) and a Registered Charity (number 1124968) of Woodberry Grove, London N4 1SY.

**Person responsible for data processing compliance:** SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

The Academy collects and processes personal data relating its employees to manage the employment relationship. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the Academy collect?**

The Academy 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
- information about your nationality and entitlement to work in the UK, including your identification documents
- information about the terms and conditions of your employment, including your start date, job title, place of work and hours of employment
- records of any correspondence between you and the Academy about your employment including, for example, letters confirming any changes to your contract of employment
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Academy
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover
- details of your bank account, your tax status and national insurance number
- information about your marital status, next of kin, dependants and emergency contacts
- information about your nationality and entitlement to work in the UK, including your identification documents
- information about any training received, whether internally or externally
- details of your schedule (days of work and working hours) and attendance at work, including details of access to and exit from buildings using the swipe card system
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, 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, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the Academy needs to make reasonable adjustments; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Academy may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Academy may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the Academy's HR management systems and in other IT systems (including the Academy's email system).

### **Why does the Academy process personal data?**

The Academy 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 benefit entitlements.

In some cases, the Academy 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, the Academy has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the Academy to:

- run recruitment and promotion processes;
- 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 Academy 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.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the Academy 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.

### **Who has access to data?**

Your information may be shared internally, including with your line manager and SLT.

The Academy also shares your data with third parties that process data on its behalf, in connection with payroll, HR, the provision of benefits and the provision of occupational health service.

The Academy will not transfer your data to countries outside the European Economic Area.

### **How does the Academy protect data?**

The Academy takes the security of your data seriously. The Academy 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. Please refer to the Skinners' Academy Data Protection Policy for further detail.

Where the Academy 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 Academy measures to ensure the security of data.

### **For how long does the Academy keep data?**

The Academy 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 at least seven years following the end of employment but may need to be longer due to regulatory requirements such as safe-guarding, Health and Safety.

### **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 Academy to change incorrect or incomplete data;
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT or [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner. Contact details can be found on the website: [www.ico.org.uk](http://www.ico.org.uk).

### **What if you do not provide personal data?**

You have some obligations under your employment contract to provide the Academy 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 Academy with data in order 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, have to be provided to enable the Academy to enter a contract of employment with you. If you do not provide other information, this will hinder the Academy's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.