



The Lionheart Educational Trust

Privacy notice for Staff

(including contractors, supply staff, contracted and temporary staff)

The personal data we hold

The Trust processes the following information about our staff:

- Factual and biographical information such as your name, date of birth, address and contact details;
- Family and authorised person details and contact information;
- Governance details (such as role, start and end dates and governor ID);
- Contractual information such as start dates, hours worked, post, roles and salary information, bank/building society details);
- Work absence information (such as number of absences and reasons and holiday records);
- Qualifications and training courses attended and where relevant, subjects taught;
- Performance information such as appraisals and performance reviews, performance measures, disciplinary or grievance records);
- Other information such as pension arrangements and administration, time and attendance records, information in applications made for other posts within the school, criminal records information (Disclosure and Barring Service (DBS) checks), details from references the school receives or provides to other organisations;
- Other information such as financial transactional information such as bank account or credit card information e.g., when purchasing items or services from the Trust.
- Your biometric data on your electronic and physical identification card
- Information about business and pecuniary interests or additional employment (as appropriate)
- CCTV

We will also process special categories of data including ethnic group, sexual orientation, religious or similar beliefs, political opinions, trade union membership, information about health, genetic information and biometric data (i.e. Staff photographs and images captured on any form of CCTV).

How long do we keep your data?

Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

Why we use this data

The Trust collects and processes this for employment purposes to:

- administer employment contracts
- ensure safe working practices
- ensure the Trust is complying with its legal obligations in relation to the right to work in the UK;
- enable ethnicity and disability monitoring in accordance with the Equality Act;
- ensure reasonable adjustments can be made for disabled employees;
- make payments to our workforce, such as salary payments
- deduct tax and National Insurance contributions
- support effective performance management including performance and/or attendance reviews
- support staff wellbeing
- make decisions about salary and compensation
- liaise with pension providers
- provide benefits such as childcare vouchers, seasonal flu vaccinations, benefit schemes, salary sacrifice schemes

Where does the Trust get your personal data from?

We obtain personal data about you from the following sources:

- from you when you provide your personal details during the application process for any position within the Trust;
- from a previous employer when references are provided to us;
- from your education provider or relevant professional body;
- tax and regulatory authorities such as HMRC
- from third parties or public authorities when carrying out pre-employment checks such as your fitness to work, your right to work in the UK and criminal records checks.

Our legal basis for using this data

We collect and process your personal data on the lawful basis of:

Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The legal basis for processing the majority of your personal data is contractual because the information we hold, process and share during the recruitment process is necessary to administer the employment contract.

Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject.

The Trust has legal obligations in relation to employment law including safeguarding children

Article 6(1)(f) necessary for reasons of legitimate interest.

The Trust will - on occasion – use personal information to monitor and assist with staff wellbeing. Examples of this include welfare calls when a member of staff is absent, sending congratulatory cards or gifts and making contact in the event of a wellbeing concern.

The legal basis for processing special category personal data and criminal offence data are:

Article 9(2)(b) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller in the field of employment;

- Employment, social security and social protection

Article 9(2)(g) necessary for reasons of substantial public interest.

- Statutory etc and government purposes
- Equality of opportunity or treatment
- Preventing or detecting unlawful acts
- Support for individuals with a particular disability or medical condition
- Safeguarding of children and of individuals at risk

Who might we share your data with?

The Trust will share data with the following individuals and organisations where there is a statutory requirement or another lawful basis for us to do so:

Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns

- The Department for Education in compliance with legal obligations of the school to provide information about our workforce as part of statutory data collections
- The Local Education Authority for your base school in order to comply with legal reporting duties including the Local Authority Designated Officer (LADO).
- Your family or representatives
- Educators and examining bodies
- Regulatory bodies including Ofsted
- Contractors – to enable them to provide the service we have contracted them for, such as payroll, DBS clearance checks, Occupational Health questionnaires and referrals, salary sacrifice schemes or other external suppliers where required
- Pension providers and government agencies such as HMRC and DWP regarding tax payments and benefits
- Financial organisations
- Our auditors
- Governors in line with our responsibilities for efficiently managing the school. This may include sharing data with external Governors when they are part of a Governor panel.
- Survey and research organisations, office for National Statistics
- Trade unions and associations
- Health authorities

- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

If the Trust share data with a third party, they will ensure the relevant and compliant data sharing agreements are in place and appropriate due diligence checks have been undertaken. Where required a Data Protection Impact Assessment has been carried out and approved at Trust level.

Further Information

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.

Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.

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