

Privacy Notice - Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Employment Records for school staff							
What personal data do we need from you?	Name	Address	Date of Birth	Next of Kin				
	NI Number	Bank Details	Recruitment papers	Pre-employment check information				
	Pensions data	Payroll data	Employment contracts	Health information (Fit Declaration, sick certificates etc.)				
	Performance Management records	Absence records	Employment records	Risk Assessments				
Who will be using your Personal Data?	Who is the Data Controller ?		Berlesduna Academy Trust					
	Who is the Data Controller's Data Protection Officer ?		Lisa Perry					
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		MIS provider - SIMs, RM, Payroll, HR, Legal Services contracted by the school.					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Employment					
	The Legal Condition (s):		<ul style="list-style-type: none"> Under Contract Employment, Social Security, Social Protection 					
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?		Termination of employment + 6 years ¹					
	How long after this will it be deleted?		Termination of employment + 6 years ¹					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Employment law					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to employ/continue to employ					

As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, Occupational Health, NCTL.			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Berlesduna Academy Trust, School House, Church Road, Basildon SS14 2EX
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Email	lisaperry@berlesduna.co.uk
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Phone Number	01268 464759
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If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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Online Form	https://ico.org.uk/concerns/handling/
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Phone Number	0303 123 1113
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