



Privacy Notice – Managing Employment

Managing Employment

Employee Records

The Discovery Educational Trust (DET) and its Schools are required to maintain employee records for their staff. The type of information used in these records includes:

- Name and contact details
- Date of Birth
- Financial details
- Vetting information
- Pensions and payroll data
- References
- Performance data

The records also contain special category personal information, for example:

- Ethnicity
- Religion
- Health information
- Trade Union Membership

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- Disclosure and Barring Service (DBS)
- Occupational Health providers

Each DET School is the Data Controller for this information. Data Processors support this activity through the provision of systems. The legal basis that DET/its Schools rely on when using this personal information is the DET/School employment contract with you and legitimate interests. The legal basis that DET/its Schools rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

Sometimes, DET/its Schools may share this personal information, for example with one or more of the following:

- Central and local government departments
- Health providers
- Other education providers
- Regulatory bodies
- Professional Associations
- DBS
- Insurance providers

This information is retained for, a minimum of, seven years from the end of the employment contract.

Recruitment Records

DET and its Schools collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details
- Education History
- Employment History
- Vetting Information
- Referee Contact Details
- Proof of Identity (e.g. Drivers Licence, Passport)
- Proof of Right to Work in the UK, where required
- National Insurance Number
- Proof of Professional Qualifications

The records may also contain special category personal information, for example:

- Additional Needs (for interview purposes)
- Proof of Right to Work in the UK, where required

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS
- Occupational Health providers

Each DET School is the Data Controller for this information. Data Processors support this activity through the provision of systems. The legal basis that DET/its Schools rely on when using this personal information is DET/School Legitimate Interests and Legal Obligation. The legal basis that DET/its Schools rely on for the special category personal data is Substantial Public Interest.

Sometimes, DET/its Schools may share this personal information, for example with one or more of the following:

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- DBS

For unsuccessful candidates, this information is retained for, a minimum of, one year. Successful candidates' information becomes part of their employee record (see Employee Records section above).

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary, DET/its Schools only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information, please see Section 5 of the DET overarching Privacy Notice.



Absence Insurance
Legitimate Interest *A*



Staff Lateral Flow
Legitimate Interest *A*



Recruitment
Legitimate Interest *A*