



## **Privacy Notice – Managing Employment**

## Managing Employment

### Employee Records

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 bases relied upon when using this personal information is the DET/School employment contract with you and Legitimate Interests. If you would like a copy of the Legitimate Interest Assessment for this activity, please contact the relevant School Office. The legal basis relied upon 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. driver's 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 bases relied upon when using this personal information is Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment completed for this activity, please contact the relevant School Office. The legal basis relied upon for the special category personal data is Substantial Public Interest.

Sometimes, DET and 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 first section of this Notice – Employee Records).

### **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.