**The Eveleigh LINK Academy Trust**  

**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? | Recruitment of School Staff - Applicants |
| What personal data do we need from you? |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Date of Birth | Contact details, including email, phone numbers and next of kin |
| National Insurance Number | Current level of Pay and Allowances | Reference and Referees contact details | Pre-employment check information including entitlement to work in the UK and Criminal Record Checks |
| Close personal relationship information | Training and Development History | Employment History, including reason for leaving and breaks in employment | Health information (Fit Declaration, sick certificates etc.) |
| Ability to travel | Absence records from previous employer | Disability information to enable us to make reasonable adjustments  | Qualifications, skills and experience including educational and professional qualifications |

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| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | The Eveleigh LINK Academy Trust |
|  | Who is the Data Controller’s [Data Protection Officer](#DPO)? | James Stone / Babatunde Adegbenjo  |
|  | Are there any [Data Processors](#DProc)?  | Yes |[x]  No |[ ]
|  | Who are they? | SIMS MIS, interviewers, 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](#Purps)(s): | Recruitment |
|  | The [Legal Condition](#LegCond)(s): | * 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](#EEA) Privacy Law protections? | NO  |
| How long will your data be kept? | When will it stop being used? | Unsuccessful candidates – 6 months from date of interview.Successful candidates – data will be held in line with the Data Retention Schedule.  |
|  | How long after this will it be deleted? | Unsuccessful candidates – 6 months from date of interview.Successful candidates – data will be held in line with the Data Retention Schedule. |
|  |  |  |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |[x]  [Access](#Access) |[x]  [Rectify](#Rect) |[x]  [Erase](#Erase) |[x]
|  | [Restrict](#Restrict) |[ ]  [Portable](#Portability) |[ ]  [Object](#Object) |[x]  [Automate](#Auto) |[ ]
| As you are giving us your data directly: | This is the reason why we are allowed to ask for it and use it: | Employment lawEligibility to work in the UKKeeping Children Safe in Education 2016 (as updated) |
|  | This is what could happen if you refused to let us use your data for this purpose: | Unable to process application, employ/continue with recruitment process or employ |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | Previous employer/s, DBS service, Occupational Health, The Teaching Regulation Agency, Overseas Embassies and NCTL. |
|  | This is a source of personal data open to anyone  | Yes |[ ]  No |[x]
|  | 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](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/)[The General Data Protection Regulations 2016](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) |
| **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 | Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR1 1LT |
| Email | sps-dpo-services@isystemsintegration.com |
| Phone Number | 020 8050 1372 |
| **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 |
| Online Form | <https://ico.org.uk/concerns/handling/>  |
| Phone Number | 0303 123 1113 |