



## Privacy Notice - Employees

**The Extend Learning Academies Network (ELAN)** is the Data Controller for the use of personal data in this privacy notice.

We process personal data relating to those we employ to work at, or otherwise engage to work at, our ELAN schools and central locations. This is for employment purposes to assist in the running of the school or to enable individuals to be paid. The collection of this information will benefit both national and local users

**The categories of school information that we collect, process, hold and share include:**

- personal information (such as name, employee or teacher number, national insurance number, date of birth and marital status)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- medical information (such as food allergies or medication needed in an emergency)
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)
- payroll information (such as bank account numbers for payment transfers, tax status information, pension scheme details, and contribution rates)
- salary, annual leave, pension and benefits information
- recruitment information, including copies of right to work documentation, other information included in a CV or cover letter or as part of the application process. It should be noted that references will be treated as confidential data and therefore will not be shared
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
- performance information, including details and outcomes of any disciplinary and/or grievance procedures and/or complaints or other performance matters
- absence from work data
- medical questionnaires and reports and other relevant correspondence, such as occupational health reports, relating to medical conditions
- driving licence details, car insurance and fitness to drive information, for those staff driving Schools' minibuses or using their own vehicles for business use
- specimen signatures/signed mandates for delegated financial authority
- photographs and videos of your participation in ELAN schools' activities
- data about your use of the school's information and communications system
- vehicle details for those who use ELAN's car parking facilities.
- ELAN reserves the right to access employee email accounts, records and content of emails sent and received by employees where it is necessary for legitimate business purposes, for the investigation of allegations of improper use or behaviour or to investigate alleged contraventions of any of the organisation's rules, regulations,

policies and procedures, where it can be shown to be necessary and proportionate or purposes of crime prevention and detection.

- Where there is an identified business need, ELAN reserves the right to grant access to an employee/volunteer's email account and files for a period of time after the employee leaving date. Access will normally be granted to the employee/volunteer's line manager.

**We also process special categories of personal data that may include:**

- physical or mental health needs
- racial or ethnic origin
- trade union membership
- criminal convictions data
- civil and criminal proceedings, outcomes and sentences.
- religious or other beliefs of a similar nature

**Why we collect and use this information**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid, including the use of third party financial system (for example, banking facilities, BACS payments)
- inform the development of pay and reward policies
- ensure the schools are structured in line with guidelines
- provide appropriate wellbeing support
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual
- provide workforce information to the Department for Education (DfE)
- enable tax, national insurance and pension contributions to be deducted appropriately, including onward payment to HMRC and relevant pension providers/schemes
- enable appropriate organisational contact (such as staffing lists for both internal and external use, including publication on ELAN schools' websites)
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- approve and monitor staff absence
- allow better financial modelling and planning, research and statistical analysis, including that imposed or provided for by law (such as diversity or gender pay gap analysis and taxation records)
- enable ethnicity and disability monitoring
- provide references to potential future employers or for mortgage lenders/letting agencies as requested by staff
- arrange travel and accommodation for training courses, meetings, conferences, excursions, trips, visits and tours
- provide credit card facilities (where relevant)
- provide access to and use ELAN IT systems and to monitor use thereof, in accordance with the ELAN Acceptable Use Policy.
- meet the legal requirements of the Charity Commission and Companies House
- ensure security of ELAN school sites (for example, staff passes, issue of access fobs)

**The lawful basis on which we process this information**

We collect and use information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate to education provision or payment of the individual.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- fulfil a contract we have entered into with you
- comply with a legal obligation
- carry out a task in the public interest
- in the interest of business continuity

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- we have legitimate interests in processing the data.

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- we have your explicit consent
- the processing is necessary under social security or social protection law
- we are processing it in the vital interests of an individual
- we are providing health care or treatment under the responsibility of a health professional

### **Collecting workforce information**

We collect personal information via the recruitment and engagement processes, and via any associated employee forms during the course of employment.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **CCTV**

Where CCTV systems are installed on our premises, these are for the purposes of public, pupil and staff safety, crime prevention and detection. Signs are displayed clearly explaining that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet. Images captured by CCTV will not be kept for longer than necessary.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

### **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

### **Who we share workforce information with**

We routinely share this information with:

- the local authority
- the Department for Education (DfE)

- ELAN central team
- ELAN board members or trustees
- all relevant local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- your family or representatives
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as wellbeing
- financial organisations, such as HMRC
- our auditors
- professional advisers and consultants
- police forces, courts, tribunals

### **Why we share school workforce information**

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

### **Local authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Department for Education**

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact your Headteacher in the first instance

You may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

### Privacy notice review

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This privacy notice was last reviewed February 2024.

### Contact

If you would like to discuss anything in this privacy notice, please contact [HR@extendlearning.org](mailto:HR@extendlearning.org)

### Document Control Document Information

	Information
Document Name	Privacy Notice – Employees
Document Author	Data protection co-ordinator
Document Approval	Data protection co-ordinator
Document Status	Version 5.0
Publication Date	July 2024
Review Date	July 2025
Distribution	Website/General

### Version Control

Version	Issue Date	Amended by	Comments
1.0	2019	Data Protection Officer	New document
2.0	2020	Data Protection Officer	Annual review. No update.
3.0	July 2022	Data Protection Officer	Annual review. Document control added.
4.0	Oct 2023	Data Protection Officer	Annual Review. No update.
4.1	Feb 2024	Data Protection Officer	Minor updates due to ICT policy change to include right to access employee email accounts for legitimate business reasons.
5.0	May 2024	Data Protection Officer	No updates