

## BPET Privacy Notice Staff

Signed:	
---------	--

Chair of Trust Board:

Claire Delaney



1. Introduction

1.1

Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.

Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.

Performance information, such as capability and outcomes of any disciplinary and/or grievance matters.

Work absence data, such as number of absences and reasons.

Fulfil a contract we have entered into with you.

Comply with a legal obligation in the field of employment, social security and social protection law.

Carry out a task in the public interest, such as the delivery of education or in the area of public health.

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

You have given us consent to use it in a certain way - for example to use your biometric data for the provision of catering services.

We need to protect your vital interests (or someone else's interests).

We have legitimate interests in processing the data - for example, where we might use personal information in relation to hiring out a sports facility in order to raise funds for the school.

It is required for the establishment, exercise or defense of legal claims, or whenever courts are acting in their judicial capacity.

#### 4.4.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. More detail is contained in the Trusts Data Protection Policy.

#### 4.4.4 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

### 4.5 Collecting Information

#### 4.5.1 Whilst the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### 4.6 How BPET Stores the Data

#### 4.6.1 The Trust creates and maintains an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

#### 4.6.2 Personal data will not be retained by the Trust for longer than is necessary in relation to the purpose for which it was collected. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Retention Policy.

### 4.7 Data Sharing

#### 4.7.1 We do not share personal information about you with any third party without your consent unless the law and our policies allow us to do so.

#### 4.7.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

The Local Authority - to meet our legal obligations to share certain information about our workforce members, such as safeguarding concerns.



## 4.11 How to Access Personal Information we Hold About you

### 4.11.1

## 4.14 Contact Details

### 4.14.1