



# Davenant Foundation School

## Managing employment

### **Employee Records**

We are required to maintain employee records for our 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
- Confidential 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
- DBS service
- Occupational Health providers
- Online searches

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our employment contract with you and legitimate interests. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

Sometimes we 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
- Disclosure and Barring service
- Insurance providers

This information will be retained for 'up to 7 years' from the end of the employment contract.



# Davenant Foundation School

## Recruitment Records

We 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 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 UK where required

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

- Previous employers
- DBS service
- Occupational Health providers

Please note: If you are shortlisted, the school will view data about you which is publicly available on-line for the purposes of identifying any concerns about suitability to work with children and to verify employment history. Information will not be retained after the recruitment decision is made.

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Health providers
- Referees
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service



# Davenant Foundation School

For unsuccessful candidates this information will be retained for 6 months. Successful candidates' information will become 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 we will 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 our overarching privacy notice.