

# SCHOOL WORKFORCE PRIVACY NOTICE

## WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Bridge Academy is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are required to read this privacy notice because you are submitting an application for a vacancy that has been advertised by The Bridge Academy. It makes you aware of how and why your personal data will be used, namely for the purposes of recruitment and selection. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

The postal address of The Bridge Academy is: Laburnum Street, Hackney, London, E2 8BA.

Our Data Protection Officer is: Craig Stilwell. Email address: [dataservices@judicium.com](mailto:dataservices@judicium.com)

## THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, the Human Resources department will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your application form and any other supporting documentation or additional forms (e.g. CV and additional information or monitoring forms).
- Any information you provide to us during an interview, including the results of tests.

The Human Resources department may also collect, store and use the following types of more sensitive personal information if you are appointed:

- Information about your race or national or ethnic origin, for reporting purposes.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

## Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which the Academy is subject, for example our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function which is a function in the public interest.

## HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview or test, and if you are appointed, during your employment.
- We will use information about your race or national or ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.
- Following a successful appointment, a health questionnaire shall be processed, as part of our pre-employment checks process. This is to determine your fitness to work and to consider whether any adjustments need to be made during your employment.

## **INFORMATION ABOUT CRIMINAL CONVICTIONS**

As part of the application process, we will require you to list any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country.

If you are appointed, you will be required to complete an enhanced Disclosure and Barring Service (DBS) application. If you are registered on the DBS update service, a DBS application will not be required, but we will need to verify the DBS certificate the update certificate is registered on and then complete a status check. We are required to carry out these checks in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We will collect personal information about you from the following sources:

- You, the candidate/newly appointed employee.
- Recruitment agencies.
- Your named referees, from whom we will collect your reference during the short listing and appointment process.
- The Disclosure and Barring Service, via our umbrella company at the appointment stage.
- HM Revenues and Customs (HMRC).
- Medigold Heath, in respect of health questionnaires at the appointment stage and occupational health referrals during the course of your employment if the need arises.
- UK Visas and Immigration (Part of the Home office) in instances whereby further details are required in regards to your eligibility to work in the UK at the appointment stage.
- Any other organisation/service which requires your information for statutory/mandatory purposes.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the position.
- Communicate with you about the recruitment process and keep records after our recruitment process.
- Carry out background and reference checks and process your personal data, where applicable during the recruitment and selection process.
- Comply with legal or regulatory requirements during the recruitment and selection process.

## **DATA SHARING**

### **Why might you share my personal information with third parties?**

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **After the appointment stage and during the course of your employment we will:**

- Disclose personal data about you to our umbrella company who work with the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.
- Disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.
- Share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.
- Share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. This being the Teachers' Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS, for support staff).
- Share your information with organisations which provide salary sacrifice schemes for staff, to the extent

necessary for them to provide their services/products to you. E.g. share your information with the Cyclescheme: where you have decided to purchase a bike under a hire agreement, as part of the application process, your details shall be shared with the provider Cyclescheme.

- Maintain your data within your personnel file, and our systems for the purpose of record keeping.

We may also disclose details about you to our HR consultancy team: Stone King LLP, for the purposes of HR management.

**We are required, by law, to pass on some of the personal data which we collect to:**

- Our Local Authority
- The Department for Education (DfE)

**The collection of this information will benefit both national and local users by:**

- Improving the management of workforce data across the sector.
- Enabling development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.

**COLLECTING DATA FOR TEST AND TRACE**

In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the school to engage with the test and trace process, make decisions on safety within the school and whether individuals are required to self-isolate or carry out a test.

We may also ask for data that has not previously been supplied. This will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return. We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. Data collected solely for NHS test and trace purposes will be retained for 21 days in accordance with government guidelines.

The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person. We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

**DATA SECURITY**

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**DATA RETENTION**

**How long will you use my information for?**

We will only keep your information for as long as we need it or for as long as we are required by law to keep it.

If you are unsuccessful at the interview stage then we will retain your personal information for 6 - 12 months after

the interview process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **YOUR RIGHTS**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, in relation to any of the above, please contact Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk)

## **COMPLAINTS**

If at any time you are not happy with how we are processing your personal information then you may raise the issue with our Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113