

Workforce Privacy Notice

Paces Sheffield (the data controller) are committed to protecting the privacy of all individuals and we believe in being upfront about how we collect and use their personal data.

That's why, alongside our Privacy Notice, we've created our Privacy Promise. This quick and simple guide explains how we manage, share and look after your information in simple terms, so you can make informed choices about the data you share.

Our Privacy Promise:

We promise to collect, process, store and share your data safely and securely:

You're always in control: Your privacy will be respected at all times and we put you in control of your privacy with easy-to-use tools and clear choices.

We work transparently: We will be transparent about the data we collect and how we use that data so that you can make fully informed choices and decisions.

We operate securely: We promise to protect the data you share with us by using appropriate security measures and controls. We're also careful with who we allow to process your data on our behalf.

For your benefit: We promise that, when we do process your data, we will use it to benefit you and to make your experience of Paces Sheffield better.

If you'd like to know more, please read our full Privacy Policy below

Should you have any questions regarding anything within this Privacy Notice we ask that you contact our Data Protection Officer:

Email us: _
DPO@bruceandbutler.com

Write to us:
Unit 4,
Smithy Wood Business Park
Smithy Wood Drive
Sheffield
S35 1QN

Call us:
01145510400

The types of personal data that we collect

Employment details: National insurance number, tax code, salary/wage information, job description, job title, appraisal records, p45 forms, Accidents at work, disciplinary actions, feedback forms, pay and promotion recommendations, grievances

Banking details: Bank account number, sort code

Identity details: Name, address, date of birth, title, first language

Contact details: Mobile phone number, home phone number, postal address, email address, next of kin data

Pre-employment vetting information: Advanced DBS certificate number, references, right to work data, pre-employment checks, A level results, degree classification, university attended, information on CVs, certifications, memberships of professional bodies

How and why we use the data we collect about you

We can only use your personal data for specific reasons and where we have a legal basis to do so. Below you will find the different reasons for using your personal data, the data which we use from the categories above and our legal bases for its use.

Employee record keeping

We use this data in order to support your continued employment with Paces Sheffield

The data that we use

Employment details, contact details, identity details, next of kin data

The legal basis for processing

Performance of a contract

Legitimate interests

Processing for payroll

We use this data in order to process and pay your salary.

The data that we use

Identity details, contact details, bank details

The legal basis for processing

Performance of a contract

Legal obligation

Human resource functions

We use data in order to maintain the business functions of HR including processing annual leave, sickness and absences, taking disciplinary actions, training, and overseeing professional and personal development, and pre-employment vetting. We also may use the contact details in your personnel file to provide information about situations out of our control such as adverse weather conditions and health concerns.

The data that we use

Identity details

Contact details

Employment information

Pre-employment vetting information

Medical information

The legal basis for processing

Legitimate interests

Performance of a contract

Processing is necessary for the assessment of the working capacity of the employee

Here is what each of these ‘lawful bases’ means;

Legitimate interest

Processing of your data is necessary for our legitimate interests where these interests are not outweighed by your rights and interests. Where this is the case, we will have informed you about those interests in our description of the processing above.

Legal Obligation

Processing of your data is necessary where Paces Sheffield has a statutory obligation to undertake a certain task.

Performance of a contract

Processing of your data is necessary in order to uphold the performance of a contract with you.

Assessment of working capacity

Processing of your special category personal data relating to your health is necessary so that we can assess whether you are fit and able to work in a safe way for Paces Sheffield

For how long we store your data

<u>Personal Data</u>	<u>Retention Period</u>
Records relating to accidents and injuries at work	Minimum of 12 years from the date the record was made.
Records relating to an individual's employment history (personnel file)	Minimum of 6 years from the date of employment termination
Records relating to disciplinary matters (kept on personnel file)	<i>Oral warning</i> - 6 months from warning <i>First level warning</i> - 6 months from warning record <i>Second level warning</i> - 12 months from warning date <i>Final warning</i> - 18 months from warning date
Pre-employment vetting information	Minimum of 6 months after employment start date
Maternity pay records	Minimum of 3 years from record creation

Who we share your data with

We share your personal data relating to your identity, contact details, tax information, National Insurance number, employment information with our outsourced payroll providers and Her Majesty's Revenue and Customs (HMRC).

We share your personal data relating to your identity, contact details, employment information, disciplinary information, and sickness and absence information with our outsourced Human Resources Consultant.

We sometimes share your identity details, contact details, and photograph with our outsourced IT consultant in order to update our content marketing. For example, the online school brochure.

As part of your day-to-day employment functions, your signature, contact details, and identity details are shared with supervisory authorities and external funders in order to submit funding and grant applications.

We share your personal data with our Health Screening Provider so that we can take any steps required to make reasonable adjustments to your employment

We do not share any of your personal data with organisations outside of the European Economic Area (EEA).

How we keep your data secure

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we process.

Any paper-based records and portable electronic devices, such as laptops and hard drives containing personal data, are kept under lock and key when not in use.

We will continually test, audit, and monitor our compliance with all relevant Data Protection Laws.

We will always take appropriate technical and organisational precautions to prevent the loss, misuse, alteration, or unauthorised access of your personal information.

The rights you have regarding your data

You can contact us by emailing us at dpo@paces-school.org.uk to ask that we correct or complete any inaccurate or incomplete data which we hold about you.

- You can object to or ask that we restrict the processing that we carry out on your personal data.
- You have the right to ask us to erase the personal data which we hold about you.
- You have the right to request that we transfer your data onto another organisation.

You also have the right to make a complaint to the Supervisory Authority (the Information Commissioner's Office) regarding our use of your data. Of course, we hope that you will always contact us first to give us the opportunity to address your concerns. If we are unable to alleviate your concerns