

Brooke Weston Trust Privacy Notice for Staff

Brooke Weston Trust takes its obligations towards personal data very seriously and is committed to ensuring that the requirements of the Data Protection Act (1998) are met and best practice in maintaining, processing and storing data is followed.

The Trust needs to process staff personal data in order to function effectively as an organisation and to meet its statutory obligations as an employer. As this is personal information the Trust must comply with the Data Protection Act 1998, which means that amongst other things, the data held about staff must only be used for specific purposes allowed by law. This notice describes the types of data held by Brooke Weston Trust, why that data is held and with whom it is shared.

This data includes contact details, qualifications, National Insurance number, previous employers, time and attendance information, relevant medical information and characteristics such as ethnic group. This data is processed for the following purposes:

- The administration of prospective, current and past employees
- Recruitment and selection
- Planning and management of the Trust's primary activity (education)
- Occupational health
- Pensions administration
- Disciplinary matters, staff disputes and employment tribunals
- Staff training and development
- Ensuring staff are appropriately supported in their roles
- Vetting checks
- Assessing the Trust's performance against equality objectives as set out by the Equality Act 2010

Where data is used for statistical purposes it is used in such a way that individuals cannot be identified.

The Trust will make some statutory and routine disclosures of personal data to third parties where appropriate. These third parties are:

- UK Visas and Immigration
- HM Revenue and Customs
- Pension schemes (Local Government and Teachers pension)
- Potential employers (where a reference is requested)
- The Benefits Agency as required by the Social Security Administration Act 1992
- The Child Support Agency as required by the Child Support Information Regulations 2008 (no.2551)
- Educational Personnel Management (who provide the Trust's payroll and Human Resources services)

- The Department for Education (DfE) (statistical data)

Additionally, those members of staff who carry out lone working are requested to provide a personal mobile phone number. This and their date of birth are shared with the third party monitoring service that safeguards their welfare through a personal lone working device. The date of birth is used as a secure means for the monitoring service to establish the staff member's identity and the mobile phone number is used as an emergency means of establishing contact.

Members of staff as data subjects, have certain rights under the Data Protection Act including a general right of access to personal data held on them. If you wish to exercise this right please contact the Trust Data Protection Officer in writing:

- Director of IT, Brooke Weston Trust, Coomb Road, Great Oakley, Corby,
Northants NN18 8LA
Email: dpo@brookewestontrust.org