1. Introduction

Stamford Park Trust (the Trust) is committed to protecting the privacy and personal information of its employees, prospective employees and job applicants. This privacy notice explains what personal information we collect, how and why we use it, who we may share it with, how long we retain it and your rights under data protection legislation.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation. The Trust is the data controller for the personal information described in this notice. This means that we are responsible for deciding how and why your information is processed.

If you have any questions about this notice or how your personal information is handled, please contact our Data Protection Officer:

Carolyn Haigh
Stamford Park Trust, Ashton Sixth Form College, Darnton Road, Ashton-under-Lyne, OL6 9RL
Telephone: 0161 330 2330
Email: c.j.haigh@spt.ac.uk

2. What personal information do we collect?

We collect and process personal information necessary for recruitment, employment and the effective management of our workforce. Depending on your circumstances, this may include:

- Personal details, including your name, address, date of birth and contact information.
- Recruitment information, including application forms, CVs, employment history, qualifications, references and interview records.
- Information required to verify your identity, eligibility to work in the UK and suitability for employment.
- Safeguarding and pre-employment checking information, including Disclosure and Barring Service (DBS) information where applicable.
- Employment information, including your job title, employment contract, working hours, salary and employment history.
- Financial information, including bank account details, tax information, National Insurance number and pension arrangements.
- Attendance, absence, annual leave and other employment-related records.
- Performance management, professional development, training, disciplinary and grievance records.
- Emergency contact details.
- Photographs used for identification, security or other authorised purposes.
- Information relating to your use of Trust systems, equipment and premises, where applicable.

We may also collect certain sensitive personal information, as explained in section 5.

We will only collect information that is relevant and necessary for legitimate recruitment, employment or organisational purposes.

3. How do we collect your personal information?

We obtain personal information from a number of sources, including:

- Information you provide when applying for employment.
- Information you provide during your employment.
- Recruitment agencies and employment websites, where applicable.
- Previous employers and referees.
- Organisations responsible for verifying qualifications, professional registration or employment eligibility.
- The Disclosure and Barring Service and other relevant safeguarding bodies.

- Occupational health providers and other relevant professional services.
- Information generated through our employment and HR processes.

We may also generate personal information during your employment, including attendance records, performance reviews, training records and other employment-related documentation. Where we obtain information from third parties, we will ensure that its collection and use comply with applicable data protection requirements.

4. How and why do we use your personal information?

We use personal information for purposes connected with recruitment, employment, workforce management and compliance with our legal obligations. These purposes include:

- **Recruitment and selection**
  To assess applications, arrange interviews, obtain references, verify qualifications, undertake appropriate pre-employment checks and communicate recruitment decisions.
- **Employment administration**
  To prepare and manage employment contracts, maintain personnel records, administer leave and absence, and manage day-to-day employment arrangements.
- **Payroll and pensions**
  To calculate and pay salaries, administer pensions, process statutory deductions and meet tax and financial reporting obligations.
- **Safeguarding and legal compliance**
  To undertake appropriate safeguarding and safer recruitment checks, fulfil our legal obligations and maintain a safe environment for pupils, staff and visitors.
- **Health, safety and wellbeing**
  To meet our health and safety obligations, manage occupational health matters, assess fitness for work and provide reasonable adjustments where required.
- **Performance and professional development**
  To manage performance, provide training, support professional development and administer employment-related procedures.
- **Security and organisational management**
  To protect Trust premises, systems, equipment and information, and to support the effective management of the organisation.

Our lawful bases for processing

Under Article 6 of the UK GDPR, we rely on one or more of the following lawful bases, depending on the purpose of processing:

- **Contract:** Processing necessary to enter into or fulfil an employment contract.
- **Legal obligation:** Processing necessary to comply with our legal responsibilities, including employment, taxation, safeguarding and health and safety requirements.
- **Public task:** Processing necessary to carry out a task in the public interest or in the exercise of official authority, where applicable to the Trust's functions.
- **Legitimate interests:** Processing necessary for legitimate organisational interests, where applicable and where those interests are not overridden by individuals' rights and freedoms.
- **Consent:** Processing for specific purposes where consent is an appropriate lawful basis and can be freely given.

We do not rely on consent where another lawful basis is more appropriate.

Where information is required by law or is necessary to enter into or fulfil an employment contract, failure to provide it may affect our ability to progress an application or administer employment. We will explain any relevant consequences where appropriate.

5. Special category personal information

Some personal information requires additional protection under data protection legislation. This is known as special category data.

Depending on the circumstances, we may process information relating to:

- Racial or ethnic origin.
- Health, disability or medical conditions.
- Religious or philosophical beliefs, where relevant.
- Trade union membership, where relevant.
- Other special category information where there is a lawful and necessary reason to process it.

We may use this information to:

- Meet our obligations under employment and equality legislation.
- Support employees with disabilities or health conditions.
- Make reasonable adjustments during recruitment or employment.
- Manage sickness absence and occupational health matters.
- Monitor equality, diversity and inclusion.
- Fulfil relevant legal and safeguarding responsibilities.

We will only process special category information where we have an appropriate lawful basis under Article 6 of the UK GDPR and an additional condition under Article 9, together with any applicable requirements of the Data Protection Act 2018.

Depending on the purpose, these conditions may include processing necessary for employment and social protection law obligations, occupational health purposes or substantial public interest reasons. Where we rely on consent, we will explain the purpose clearly and ensure that consent is freely given, specific and informed. Consent may be withdrawn at any time without detriment.

Access to special category information will be restricted to authorised individuals who have a legitimate need to access it.

6. Criminal offence information and safeguarding checks

As an educational organisation, the Trust has responsibilities relating to safeguarding and safer recruitment. Where required for a particular role, we may process information relating to criminal convictions, offences, DBS checks and other relevant safeguarding matters. Such information will only be processed where permitted by law, including where an applicable condition under the Data Protection Act 2018 is satisfied. We will ensure that criminal offence information is handled securely, accessed only by authorised individuals and retained in accordance with applicable requirements.

7. Who do we share your personal information with?

We may share personal information with third parties where necessary for legitimate employment purposes or to meet our legal obligations. Depending on the circumstances, these may include:

- Payroll and pension providers.
- HM Revenue and Customs (HMRC).
- Recruitment and HR system providers.
- Occupational health providers.
- Professional advisers and relevant service providers.
- The Disclosure and Barring Service and relevant safeguarding authorities.

- Government departments, regulators and other public authorities where required.
- Other organisations where disclosure is necessary and lawful.

We will only share information where there is an appropriate legal basis and will take reasonable steps to ensure that personal information is handled securely. Where external organisations process personal information on our behalf, we will put appropriate contractual and security arrangements in place.

We will not sell your personal information to third parties.

8. Photographs and promotional materials

We may use employee photographs for identification, security and internal administrative purposes where necessary and lawful. We may also invite employees to participate in photographs or other materials used to promote the Trust, including publications, websites and social media. Where consent is the appropriate lawful basis for promotional use, we will seek it separately and explain how the images will be used. Employees will not be disadvantaged for declining optional promotional participation.

Where photographs are published externally, it may not always be possible to remove copies already downloaded, printed or shared by third parties. Photographs will be retained only for as long as necessary for their intended purposes and in accordance with the Trust's retention arrangements.

9. How do we protect your personal information?

The Trust takes appropriate technical and organisational measures to protect personal information against unauthorised access, accidental loss, alteration, disclosure or destruction. These measures include, where appropriate:

- Secure electronic and physical storage.
- Access controls and restrictions based on staff responsibilities.
- Confidentiality requirements for employees and authorised third parties.
- Appropriate information security procedures.
- Secure disposal of personal information when it is no longer required.

Personal information will only be accessible to individuals who have a legitimate need to use it.

10. How long do we keep your personal information?

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including any legal, regulatory or operational requirements. Our general retention arrangements are:

- Unsuccessful job applicants
  Information relating to applicants who are not shortlisted or appointed will normally be retained for three months following the closing date of the relevant vacancy, after which it will be securely deleted or destroyed.
- Employees and former employees
  Employment records will generally be retained for seven years following the end of employment.

Some categories of information may be subject to different retention periods where required by law or justified by specific circumstances.

Information will be securely deleted, destroyed or anonymised when it is no longer required. Further information about retention periods is available from the Data Protection Officer.

11. International transfers of personal information

Where personal information is transferred outside the United Kingdom, we will ensure that the transfer complies with applicable data protection legislation. Where required, appropriate safeguards will be put in place, such as UK adequacy regulations or approved contractual protections.

Further information about any applicable international transfers and safeguards can be requested from the Data Protection Officer.

12. Automated decision-making

Where the Trust uses automated systems to assist with recruitment or employment administration, we will ensure that their use complies with applicable data protection legislation.

If we undertake solely automated decision-making that produces legal or similarly significant effects, we will provide the information required by law, including relevant information about the decision-making process and individuals' rights.

13. Your data protection rights

Under the UK GDPR, you have a number of rights in relation to your personal information, subject to applicable conditions and exemptions. These include:

- Right of access
  You can request confirmation of whether we hold personal information about you and obtain a copy of that information.
- Right to rectification
  You can ask us to correct inaccurate personal information or complete incomplete information.
- Right to erasure
  You can request the deletion of personal information in certain circumstances.
- Right to restrict processing
  You can request that we restrict the use of your personal information in certain circumstances.
- Right to object
  You can object to certain types of processing, including processing based on legitimate interests or public task grounds.
- Right to data portability
  Where applicable, you can request that certain personal information is provided in a structured, commonly used and machine-readable format.
- Rights relating to automated decision-making
  You have rights in relation to certain solely automated decisions that have legal or similarly significant effects.
- Right to withdraw consent
  Where we rely on consent, you may withdraw it at any time. Withdrawal does not affect the lawfulness of processing undertaken before consent was withdrawn.

These rights are not absolute and may be subject to legal restrictions or exemptions.

To exercise your rights, please contact our Data Protection Officer using the details provided in section 1. We will respond to requests in accordance with the timescales required by data protection legislation.

14. How to raise a concern or make a complaint

If you have concerns about how the Trust collects, uses or protects your personal information, please contact our Data Protection Officer in the first instance.

We will take your concerns seriously and seek to resolve them appropriately.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK's independent regulator for data protection.

Information Commissioner's Office
Website: www.ico.org.uk
Telephone: 0303 123 1113

You can contact the ICO if you are dissatisfied with how your personal information has been handled or with our response to a data protection concern.

15. Changes to this privacy notice

We may update this privacy notice from time to time to reflect changes in legislation, guidance or the way we process personal information.

The latest version will be made available through the Trust's usual communication channels.

Where changes are significant, we will take appropriate steps to bring them to the attention of employees and job applicants.