

## Privacy Notice for Staff and Volunteers

VLC is the Data Controller for the purposes of the General Data Protection Regulations. We collect information from staff and volunteers. VLC is also a Data Processor for the purposes listed below.

VLC is registered as the Data Controller with the Information Commissioner's Office (ICO);  
Registration Number: A8692674

### **What is "personal information"?**

Personal information is information that VLC holds about you and which identifies you.

The categories of information that we collect, process, hold and share include:

- personal information (eg. full name, employee or teacher number, national insurance number, addresses);
- special categories of data including characteristics information eg. religion, gender, age, ethnic group (ie. "sensitive personal data");
- contract information (eg. start dates, hours worked, post, roles and salary information);
- safer recruitment information (eg. employment history, convictions and disclosures, references);
- work absence information (eg. number of absences and reasons);
- qualifications;
- where relevant, subjects taught;
- relevant medical information.

### **Why do we collect and use this information?**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies;
- ensure safer recruitment of all members of the workforce in order to protect vulnerable young people and those working with them;
- enable individuals to be paid.

### **The lawful basis on which we process this information**

We collect and use staff and volunteer information under our legitimate interest as an employer to do so (GDPR, Article 6, f) and to fulfil our legal obligation to ensure the safer recruitment of all staff and volunteers (GDPR, Article 6, c) (see KCSiE 2015). Special category data is processed under our need to fulfil legal obligations (GDPR, Article 9, b).

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold staff and volunteers' data for as long as the member of staff/volunteer works at VLC. We will also retain some data after the individual has ceased to work for VLC to ensure we have records of employment, performance, any grievance or disciplinary issues, any allegations made, contact details.

### **Who we share this information with**

We routinely share this information with:

- our local authority;
- the Department for Education (DfE);
- our accountants.

### **Why do we share staff/volunteers' information?**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins policy monitoring, evaluation, and the assessment educational attainment.

### **Our Accountants**

We share personal data with our Accountants who administrate our payroll and enable employees to be paid.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Hannah Jacobs (Business Manager).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

VLC

Hannah Jacobs - QA and Policies Manager

t - 07340820763

e - hannah.jacobs@vlceducation.co.uk