

ALP Schools - Privacy Notice for Staff

Introduction

ALP Schools comply with EU General Data Protection Regulation (GDPR). In terms of your right to be informed, we will inform you about the way in which we use, share and store your personal information.

We have published a full Privacy Notice which can be seen on the school website. This privacy notice gives you specific information about what data we hold on you and why.

Employees

If you have any queries about the process or how we handle your information please contact either your Head Teacher or HR Officer. They may seek advice for the companies Data Protection Officer.

What will we do with the information you provide to us?

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you as we did to progress your application. We have used the other information you provided to assess your suitability for the role you applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and we do not retain it for longer than is necessary.

The information we ask for has been used to assess your suitability for employment.

Application stage

If you used our online application system, this will be collected by a data processor on our behalf.

We asked you for your personal details including name and contact details. We also asked you about your previous experience, education, referees and for answers to questions relevant to the role you applied for. Key staff members involved in the specific recruitment will have access to all of this information.

You were also asked to provide equal opportunities information. This is not mandatory information – if you didn't provide it, it will not have affected your application. This information will not be made

available to any staff outside of our recruitment team, in a way which can identify you. Any information you did provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our Senior Management Team in each school shortlist applications for interview.

Assessments

We might have asked you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information gained from this will be generated by you and by us. For example, you might have complete a written test or we might have taken interview notes. This information is held by the company only.

Conditional offer

When making a conditional offer of employment we asked you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore have been required to provide:

- Proof of your identity – you will have been asked to attend our office with original documents, we will have taken copies.
- Proof of your qualifications – you will have been asked to attend our office with original documents, we will have taken copies.
- You will have be asked to complete a criminal records declaration to declare any unspent convictions.
- We will have provided your email address to the Government Recruitment Service who will have contacted you to complete an application for an advanced Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of unspent convictions.
- We will have contacted your referees, using the details you provide in your application, directly to obtain references
- We will have also asked you to complete a questionnaire about your health. This was to establish your fitness to work. This may have been done through a data processor (please see below).

When we made a final offer, we will have also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work.

Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

NOW Pensions

Likewise, if you qualify your details will have been provided to NOW Pensions who are the administrators of the Pension Scheme. You will have been auto-enrolled into the pension scheme and details provided will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed on at this time.

Private Health Care

Benenden Health provide our staff healthcare as a benefit/incentive to members of staff who opt in

Here is a link to their Privacy Notice.

<https://www.benenden.co.uk/privacy-policy/>

How long is the information retained for?

The information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

How we make decisions about recruitment?

Final recruitment decisions were made by the school's Senior Management Team and members of the recruitment panel. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment panel.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here –

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

ASD Learning Ltd / ASD Learning (Midlands) Ltd (ALP Schools) tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this

very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the company's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you would like to make a complaint about the way we have processed your personal information, you can contact us – david.cowell@alpschools.org.

Access to personal information

We try to be as open as we can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing addressing it to our DPO or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, contacting us.

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 25 May 2018.

How to contact us

If you would like to request information about our privacy notice you can email us or write to:

ASD Learning Ltd

42 - 46 Harmer Street

Gravesend

Kent

DA12 2AX

Email - info@alpschools.org

Tel - 0203 1373630