

Service Area and contact details

Service Area:	St. Joseph's RC High School
Contact Details:	Helen.thomas@newport.gov.uk
Privacy Notice Name:	Contract of Employment

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than the data subject.

Newport City Council has obtained the following categories of your personal data:

Not applicable as you have provided/will provide the data.

We have obtained your information from:

Not applicable as you have provided/will provide the data.

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

There is a contract in place to process your information

Further details about our legal basis for using your information and the purpose for processing:

We need to process your data to provide you with a contract of employment and to administer any salary, benefit, pension or insurance entitlement, check your entitlement to work in the UK, to deduct tax, to comply with health and safety legislation and enable you to receive statutory entitlements such as sick pay and maternity leave. We will collect and process this data before, during and after the end of the employment relationship.

We will collect and process personal data to manage our employment relationship. We will collect a range of information about you including:

- Your name, address and contact details including email and telephone number, date of birth and gender
- The terms and conditions of your employment
- Details of your qualifications, skills, experience and employment history including start and end dates with previous employers and the Council
- Information about your remuneration including entitlement to benefits such as pension, sick pay and maternity allowances
- Details of your bank account and national insurance number
- Information about your marital status, next of kin, dependents and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about your criminal records (if subject to a DBS check)
- Details of your schedule (days and hours of work) and attendance at work
- Details of periods of leave taken by you including annual leave, sickness, family or special leave and the reasons for the leave
- Details of any disciplinary or grievance procedures in which you have been involved, including warnings issued to you

- Assessments of performance including appraisals, performance reviews, performance improvement plans and related correspondence
- Information about medical or health conditions including whether or not you have a disability for which we need to make reasonable adjustment
- Equal opportunities monitoring information including details of ethnic origin, sexual orientation and religion or belief.

We will collect this information in a variety of ways such as applications forms, personal documentation or other identity documents (e.g. passport, birth certificate or driving licence), forms completed by you at the start or during your employment and correspondence with you or through interviews, meetings or other assessments.

In some cases, we may collect personal data about you from third parties such as references provided by former employers and information from the Disclosure and Barring Service permitted by law.

Data will be stored in a range of different places including your electronic personnel file, our HR/payroll system and other IT systems.

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

You are obliged under the contract of employment to provide us with some data. This will include certain basic information such as name, contact details, your right to work in the UK and bank details. Without these we cannot enter into a contract of employment with you. If you do not provide other information, this may hinder our ability to administer the rights and obligations under the employment relationship.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

There is relevant employment, Social Security or Social protection law.

Special categories of personal data include:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health
- sex life or sexual orientation
- biometric data

Where we process other special categories of personal data such as ethnic origin, sexual orientation or religion, this is done for the purposes of equal opportunities monitoring. This data is anonymised for this purpose and is

collected with your express consent which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there will be no consequences in failing to do so.

Special categories will also include data on criminal convictions and offences as well as criminal allegations and proceedings if required by virtue of the Rehabilitation of Offenders Act 1974, the Childrens' Act 1989 and the Police Act 1997 if the post you hold will result in you having contact with children, the elderly, sick or disabled.

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable as we do not use automated decision making in relation to your contract of employment.

Who will have access to your personal information?

The school is the data controller and the Data Protection Officer is:

Deputy Headteacher
Email: sjhs@newport.gov.uk
Tel: 01633 653110

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Human resources, payroll and health and safety employees.

We may share your information within Newport City Council:

Your information may be shared internally with other senior colleagues and support staff dealing with the recruitment process/HR and Newport City Councils team who act as our payroll and HR Bureau.

We may share your information with other external organisations:

We will share your data with third parties in order to obtain references from other employers, check registration with statutory bodies such as the Education Workforce Council (where appropriate) or to obtain necessary criminal record checks from the Disclosure and Barring Service.

We will also share your data with statutory and government agencies in connection with payroll services, the provision of benefits and the provision of occupational health services. This will include Her Majesty's Revenues and Customs for tax and national insurance, the Greater Gwent Pension Fund and Teachers' Pension Fund for pension purposes and our occupational health provider for health and wellbeing purposes.

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

Not applicable as we do not use external companies to process your data on our behalf.

Details of any international transfers of your personal information:

(if applicable)

Not applicable as we do not transfer your data internationally.

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

sjhs@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

sjhs@newport.gov.uk

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

sjhs@newport.gov.uk

Complaints Procedure

If you are unhappy with the way the school is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

Jodi.pontin@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We will hold your personal data for the duration of your employment. The periods for which your data is held after the end of your employment with us will vary and are set out in the [‘Retention Guidelines for Local Authorities’](#) and our [‘Information Retention and Disposal Policy’](#).