



Privacy Notice – Applicants, Staff & Contractors

Bronte Academy Trust is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018 and (UK) General Data Protection Regulations 2018. Bronte Academy Trust takes its responsibilities under the Act very seriously.

Bronte Academy Trust's ICO Registration reference is: ZA202920. This notice provides details of how Bronte Academy Trust collects and uses information about individuals who are employed by the Trust or who may work as a contractor with the Trust.

Bronte Academy Trust operates in conjunction with the City of Bradford Metropolitan District Council (CBMDC) are registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Trust and the Council take their responsibilities under the Act very seriously. For more general information about how CBMDC and the Trust uses your information, please refer to the general 'Privacy Notice' on CBMDC website. You can find this here: <https://www.bradford.gov.uk/privacy-notice/>

For Employees working for Bronte Academy Trust, the Trust may collect, store and use some or all of the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses,
- Dates of birth, marriage, and divorce,
- Gender,
- Marital status and dependants,
- Next of kin, emergency contact and death benefit nominee(s) information,
- National Insurance number,
- Bank account details, payroll records and tax status information,
- Salary, annual leave, pension, and benefits information,
- Start date, leaving date,
- Location of employment or workplace,
- Copy of driving licence, passport, birth and marriage certificates, decree absolute,
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process),
- Full employment records for Bronte Academy Trust employment (including contract, terms and conditions, job titles, work history, working hours, promotion, absences, attendances, training records and professional memberships),
- Compensation history,
- Performance and appraisal information,
- Disciplinary and grievance information,
- Secondary employment and volunteering information,
- CCTV footage and other information obtained through electronic means such as access card records,
- Information about your use of our information and communications systems,
- Photographs, videos
- Accident book, first aid records, injury at work and third-party accident information,



- Confirmation of your vetting history and information recorded in connection with obtaining it. This can include passport details, nationality details and information about convictions/allegations of criminal behaviour. It may also include personal information about other individuals (e.g., next of kin, parents). You do not have to obtain the agreement of such individuals to provide this information,
- Evidence of your right to work in the UK/immigration status.

We may also collect, store, and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, and sexual orientation,
- Trade union membership,
- Information about your health, including any medical condition, health, and sickness records,
- Data relating to children, for instance in relation to next of kin information or dependants,
- Information about criminal convictions/allegations and offences.

For Contractors working for Bronte Academy Trust, the Trust may collect, store and use some or all of the following categories of personal information about you:

- Your name and sometimes your contact details such as telephone numbers
- The name, address and contact details of your employer
- Confirmation of your vetting status (if required for work in our premises where necessary)

For individuals applying to work for Bronte Academy Trust, the Trust may collect, store and use some or all of the following categories of personal information about you:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, identification, Immigration and Asylum details, i.e. right to work in the UK

Who uses this information?

Generally, Bronte Academy Trust and CBMDC Human Resources personnel use this information. Some of this information is also used by your managers in the performance of their duties. It may also be used by other council and government departments where it is legal to do so. See the section on 'Who are we likely to share this information with?'

What authority does CBMDC and the Trust have to collect and use this information?

Under the General Data Protection Regulation (GDPR), CBMDC collects and uses this information under powers given to Local Authorities (Councils) for the legitimate interests of the data controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of a data subject or another person
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

In the rare circumstance that we do not have a legal authority to use your information, we will make appropriate efforts to obtain your consent first.

What is 'person identifiable data'?

The term 'person identifiable data' relates to any data that could potentially identify a specific individual. The following fields in Human Resources are classified as person identifiable: Name, age, address, postcode, place of birth, date of birth, gender, national insurance number, any employment data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the performance or support of your employment contract, for payment purposes and for statutory and employment reporting.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case, we will only share the minimum amount of information, only when required, for the following reasons:

With other Bradford Council departments to

- allow managers to manage your employment and performance
- help carry out their legal duties, including the enforcement of regulations

With other government departments and the police to

- prevent, detect and prosecute crime (including the National Fraud Initiative)
- protect public money (including the National Fraud Initiative)
- for safeguarding purposes where necessary

With other organisations (with your consent, or where the law allows us) to

- provide services to the Council. These services are currently provided to Human Resources by AdviserPlus Ltd (HR manager advice and employment case management) and Commenius Ltd (Evolve learning management system)
- provide services to you on the Council's behalf
- other providers i.e. insurance companies
- for safeguarding purposes where necessary

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform fully the contract we have entered into with you (such as paying you or providing a benefit), or we could be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

How do we keep this information secure?

Your information is stored securely on database and document management systems with stringent access and use policies.

How long do we keep this information?

We have a Record Management Policy which details how long we keep different types of records and when these are deleted. Records for unsuccessful applicants are destroyed 6 months from the date of the interview for the post, whether the applicant was shortlisted or not.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, including Artificial Intelligence ("AI"), unless we have a lawful basis for doing so and we have notified you. If you have any questions regarding automated decision making, you can contact the Trust as outlined below.

What are Your Rights?

Your duty to inform us of changes to your personal information/circumstances

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information or circumstances change during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access to your personal information** (commonly known as a Data Subject Access Request, or "DSAR"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal information that we hold about you.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure of your personal information.** This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Request the restriction of processing of your personal information.** This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Object to the processing of your personal information.** This means you have a right to object to certain kinds of processing that you may not agree with, and an

absolute right to stop your personal information being used for direct marketing purposes.

- **Request not to be subject to automated processing or profiling**, including AI in relation to the processing of your personal data. This means you can object to any processing where there is no direct human involvement and ask for a human to be involved in any automated processing.
- **Request the transfer of your personal information** to another party.

If you have any questions about our use of these data, or you wish to discuss your rights in relation to opting out from these processes, please contact the Chief Executive Officer by email: asa.firth@bronteacademytrust.org.uk or by post to Bronte Academy Trust, Tree Tops, Haworth Primary School, Haworth, Keighley, BD22 8DW.

Please note that the data subject rights under Data Protection Legislation (DPL) may mean that we do not have to grant your request in full. However, we will always meet your request as far as we are able.

If you are not satisfied, for any reason about the way your personal information is being processed, or that your rights and freedoms as a data subject are being affected in any way, you have the legal right to complain to the Regulator, that is the Information Commissioner's Office (ICO) at <https://ico.org.uk/make-a-complaint/>.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we are allowed under the law to charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we can refuse to comply with the request in such circumstances.

What we may need from you

We sometimes need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. If you do not provide such information in a timely manner, this may delay our response to your request.

Right to withdraw consent

In the limited circumstances where you have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Chief Executive Officer by email: asa.firth@bronteacademytrust.org.uk or by post to Bronte Academy Trust, Tree Tops, Haworth Primary School, Haworth, Keighley, BD22 8DW. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data where it is lawful to do so.