HCAT

Privacy Notice – Employees

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Version Number	Version Description	Date of Revision
1	Privacy Notices created in line with DFE Guidance	June 2024

HCAT Privacy Notice – Employees

1. Introduction

We are HCAT (the Trust). We are the data controller for the personal data we process under this privacy notice. This privacy notice applies to all schools within our Trust. Our Data Protection Registration Number is ZA784980.

Your privacy is important to us. This privacy notice explains the personal data we process, how we process it and for what purpose.

2. Who We Are

We are HCAT, responsible for managing the schools within our trust. Our contact details are feedback@hcacademytrust.education

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

3. The Data We Collect

The categories of information that we collect and process about you include:

- Personal identifiers (your name, address, date of birth, employee or teacher number, national insurance number etc)
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance (including reasons) and performance (including disciplinary information)
- Information about your nationality, ethnic background, gender, sexual orientation, religion, and disability for the purposes of equality monitoring.
- Information about your right to work in the uk.
- Relevant medical information which affects your employment
- Relevant criminal history data as required to determine suitability for the role
- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments
- Contract information, including post, roles, start date, hours worked etc.
- Information in relation to your use of the Trust's network and IT systems i.e e-monitoring.

4. Where do we get your personal data from?

We will collect this information in a variety of ways. For example, data might be collected through application forms and references; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

HCAT will collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law. Data will be stored in a range of different places, including in your personnel file, HR management systems and in other IT systems

5. Why we collect and use information

HCAT needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pensions.

In some cases, HCAT needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, HCAT has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the Trust to:

- Run recruitment and promotion processes;
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that HCAT complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- Ensure effective general HR and business administration;
- Provide references on request for current or former employees;
- Respond to and defend against legal claims; and
- Maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where HCAT processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring and Workforce Census.

6. Legal Basis for Processing

The Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the academy, or those otherwise contracted to work at the academy, such as volunteers, trainees or governors. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

- Education Act 1996

Staff members' personal data is also processed for employment purposes to assist in the running of the academy, and to enable individuals to be paid.

7. Data Sharing

We share employee information with:

- With payroll and benefits providers: To manage employee compensation.
- With regulatory bodies: For compliance with employment laws.
- With external auditors: For statutory audits and compliance reviews.

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

8. Data Retention

HCAT retains your personal file from termination of employment plus six years. There are separate retention periods around retaining the detail of child protection allegations and Health and Safety, for example. A full list of retention periods can be found within our Data Retention Guidance.

9. Your Rights

Under UK GDPR, employees have the right to request access to information about them that we hold.

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of data where applicable.
- Restriction: Request restriction of processing under certain circumstances.
- Data Portability: Request transfer of your data to another organisation.