

Privacy Notice – Staff

One Education Ltd is strongly committed to protecting personal data. This privacy notice describes why and how we collect and use personal data and provides information for staff about their rights.

Personal data is any information relating to an identified or identifiable living person. One Education Ltd processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data.

The categories of personal data relating to staff that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- relevant medical information
- qualifications

Why we collect and process your personal data

We need to process personal data about staff for a number of purposes:

- Administering Payroll functions to enable individuals to be paid.
- Managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, and training and development
- Compliance with legal obligations such as complying with safeguarding requirements.
- Managing Human Resources processes such as administering Sick Pay, managing absence and administering maternity leave and maternity pay.
- Managing a safe environment and ensuring fitness for work

The legal reasons for processing personal data

We process personal data in line with legislation. The legal reasons for processing **Personal Data** are set out in Article 6 of the GDPR. We rely on the following reasons:

(a) Consent: the individual has given us clear consent to process their personal data for a specific purpose.

(b) Contract: the processing is necessary for a contract we have with the member of staff.

- (c) Legal obligation: the processing is necessary for us to comply with the law.
- (d) Legitimate interests: where we use your information to achieve a legitimate interest and our reasons for using it outweigh any prejudice to your data protection rights.
- (e) Vital interests: the processing is necessary to protect someone's life.

The legal bases for processing **Special Category Data** are set out in Article 9 of the GDPR. We rely on the following reasons:

- (a) the staff member has given explicit consent to the processing of those personal data for one or more specified purposes.
- (b) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of One Education or of the staff member in the field of employment and social security and social protection law;

Storing this information

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable laws).

Personal data may be held for longer periods where extended retention periods are required by law and/or in order to establish, exercise or defend our legal rights.

Who we share Personal Data with

Within One Education Ltd, personal data may be shared between colleagues who legitimately need the information to carry out their duties. The amount of personal data shared within One Education Ltd will be no more than is reasonably necessary.

One Education Ltd will not share personal data with any third parties unless the law and our policies allow us to.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information. To make a request for your personal information, contact One Education's Data Protection Officer.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the

processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact One Education's Data Protection Officer – dpo@oneeducation.co.uk