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"A love of learning developed in a Christian environment"

Diocese of Sheffield | Barnsley MBC

Human Resources Privacy Notice

We use your information if you are an applicant, offered a job with us, are an employee, casual worker, apprentice, trainee, on a work placement or are a former employee. We also collect and use the personal information of agency workers who work for us.

Recruitment

When you apply for a job with us, we need to collect enough information about you to determine your suitability against the job description and person specification.

We ask for the following information:

- personal details – name, address, email, telephone, date of birth, and national insurance number
- employment history
- qualifications, professional memberships and training
- information to assess your suitability for the job
- equalities information and criminal record information
- declarations and referees

If you are shortlisted and attend a job interview, you will be asked to provide evidence of your identity, right to work, qualifications and professional registrations. During the interview and any assessment activities, information will be gathered to inform the decision.

If your job application is unsuccessful, we will delete all the identifiable information that you have given us after six months. The equalities information you provide is anonymised and used to create and publish an annual statistical report on recruiting for a diverse workforce.



Working for us

If you are offered a job or when you start working for us, we will collect and process your information to start you in work and for us to meet our legal duties as an employer:

- personal details – name, address, email, telephone, date of birth, national insurance number, emergency contact details, and your nationality
- suitability for the role – your identity documents for eligibility to work in the UK, qualifications which are essential for the role, Disclosure and Barring Service Checks and other checks for roles involving children and vulnerable adults, professional registrations, employment and personal references, declarations of conflicts of interest and memberships of certain societies and, for certain posts, memberships of political organisations
- financial Information – bank account, information on previous employment, student loan for tax purposes, trade union, health subscriptions and other deductions
- terms and conditions of employment – your pay and your benefits - such as pension, your working hours, continuous service
- details of your working patterns - days of work and working hours - and attendance at work, including your whereabouts to support you with lone working and Council vehicle usage etc, health monitoring for specific roles, access and use of Council buildings, property and ICT
- information about medical health conditions including whether or not you need any reasonable adjustments, GP reports and Occupational Health assessments
- details of periods of leave taken by you including holiday, sickness absence, family leave, employee led schemes and the reasons for the leave
- assessments of your performance including appraisals, performance reviews and ratings, learning, development and training you have participated in, performance improvement plans and related notes
- details of any disciplinary or grievance procedures in which you have been involved including any warnings issued to you and related notes
- equal opportunities monitoring information

Your information will be held as part of your HR personal record for employment purposes.

Why we are allowed to use your information

We will use your personal information for a number of purposes in relation to the performance of your employment contract and when we have a legal duty to provide this information.

Where we are using your information outside of our contractual relationship and where we are not conducting a task in the public interest, then we will consider each data request carefully and make sure that this use of your data has a legitimate purpose or is carried out with your consent.



We have a legal obligation to check criminal records for roles involving or connected to working with children and/or vulnerable adults.

We also collect and use 'special category' personal data, which is more sensitive data and needs more protection. This is our equalities monitoring information. We collect this to monitor how well we are recruiting, retaining and developing a diverse workforce, and to ensure that our HR processes are fair and do not have an adverse impact on particular groups of employees. You are asked to complete this information but can select a 'prefer not to say' option.

Where your information is collected for any employee well-being programmes or benefit schemes, your explicit consent will be requested at the point that you gain access to the schemes. Please note that you share responsibility for the accuracy of your personal information. Please use our HR system to update your information or notify Human Resources.

How we share your information

Your information will be shared with the Human Resources team, your line manager, other relevant Council staff and Elected Members, and third parties for the legitimate reasons described above and for the following purposes:

- for recruitment, we will routinely share your information with managers and, depending on the role, with third party assessment centre providers and partners such as the NHS or police
- to obtain pre-employment checks such as references from former employers, other organisations or professionals
- to undertake necessary criminal records checks from the Disclosure and Barring Service for eligible roles
- providing payroll services, including providing information to South Yorkshire Pensions Authority for auto-enrolment and for administration of the Council's pension scheme, or providing information to other relevant pension providers. You will have the choice to opt out of these schemes
- in some cases, it may be necessary for us to share your information with Occupational Health Providers to carry out a pre-employment health assessment and obtain any reasonable adjustments assessments and occupational health reports
- determining eligibility and appropriate level of study for training programmes and courses, such as apprenticeships, and evidencing attendance at training courses and programmes to maintain your Continuous Professional Development
- providing information as legally required to HMRC, pensions agencies, the Student Loans Company, government agencies, the Health and Safety Executive or the courts
- providing statutory government returns for example the Skills for Care National Minimum Dataset Statutory Return, the Children's Social Work Workforce Return, and the School Workforce Data Return



- prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact the council to seek a reference

How long your information will be kept

The retention of HR information varies. It is common for HR files to be kept for 6 years after the person has left the School's employment, but there are exceptions to this, for example, timesheets and disciplinary records are kept for less time, whereas training and health records can be kept for up to 40 years.

