



Privacy Notice: Workforce

(1) Who we are

Big Life Schools delivers nursery and day care provision for children aged 2-4 years of age including primary school education for children aged 4-11, and as such employs staff in these areas of work.

We collect personal information when you apply for a role within the organisation, if you are appointed to a position and become an employee and then throughout your employment.

We do this to provide you with a contract of employment, comply with legal requirements and to administer entitlements such as pension payments. This Privacy Notice sets out how we will use your personal data.

(2) The types of personal data we collect and how we collect it

The organisation collects and processes a range of information about you. The types of data we collect are:

- **Personal details** (such as name, address, contact information including email address and telephone number, date of birth and gender)
- **Details about your family, lifestyle or social circumstances** (such as details about your marital status, next of kin, dependents and emergency contact)
- **Employment details**
 - 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 with the organisation.
 - Details about your remuneration, including entitlement to benefits such as pension.
 - Details of your bank account and national insurance number
 - Information about your nationality and entitlement to work in the UK
 - Information about your criminal record
 - Details of your work pattern and attendance at work
 - Details of periods of leave taken by you including holiday, sickness absence, family leave and sabbaticals and the reasons for leave
 - Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
 - Assessments of your performance, including supervisions, appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence
 - Information about medical or health conditions, including whether you have a

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disability for which the organisation needs to make reasonable adjustments.

We also collect equal opportunities monitoring information, this includes information about your health, religion or beliefs, sexuality, ethnicity.

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The organisation collects this information in a variety of ways. For example, data is collected through application forms, CVs; obtained from your passport or other identity documents such as driving licence; from forms completed by you at the start or during employment; correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including the HR management systems and the group's IT systems.

(3) Why we collect your personal data and what is our legal basis for doing this

The organisation 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 pension and benefit entitlements.

In some cases, the organisation 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. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

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

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ensure that employees are receiving the pay or other benefits to which they are entitled

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- 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 the organisation 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
- maintain and promote equality in the workplace.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

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 and for health and safety purposes).

Where the organisation 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. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

(4) Who we share your data with

Your information will be shared internally, including with members of the HR and payroll teams, your line manager, managers in the business area in which you work and IT staff.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service. The organisation may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The organisation also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services and employment law advice. The third parties we may share this data with are our pension providers, and occupational health provider and solicitors.

We routinely share workforce data with the Department for Education (DFE). The (DfE) collects personal data from educational settings via various statutory data collections. We are required to share information about our school employees with the Department for

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Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

We will not transfer your data to countries outside the European Economic Area.

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. All our staff are required to adhere to our confidentiality and information security policies.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Sharing by the Department for Education (DfE)

The (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The (DfE) has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its

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strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

(5) How long will we keep your data and why

If your application for employment is unsuccessful we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period (or after you withdraw your consent) your data is deleted or destroyed.

If your application leads to you taking up a position with Big Life Schools we will hold your personal data for the duration of your employment. The period for which your data is held after the end of employment is 6 years.

(6) Your rights under Data Protection Law

Under the Data Protection Law, your rights are as follows:

- You have the right to be informed about how we process your data (This is detailed in this Privacy Notice)
- You have the right to request that we correct your data if it's factually inaccurate or incomplete. We are required to respond to requests within one month.
- You have the right to access a copy of the information we keep about you or authorise another person or organisation to be provided with this information – this is known as a Subject Access Request. We are required to provide this within one month.
- In some circumstances, you have the right to ask us to erase all your personal data (but we may refuse to do this if we can show we have a lawful reason to keep it)
- In some circumstances, you have the right to object to data processing or request that data processing is restricted (but we may refuse to do this if we can show we have a lawful reason to keep it)

If you have a concern about the way we are collecting or using your personal data or want to ask us about any of your rights described above or ask us any other questions about this Privacy Notice, please contact our Data Protection Officer:

Laurence Housden
The Big Life Group HQ
Zion Community
Resource Centre
339 Stretford Road
Manchester
M15 4ZY

loz.housden@thebiglifegroup.com

If you are not happy with our response, you have the right to complain to the Information

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Commissioners' Officer. This is the UK's Independent Authority. It has enforcement powers and can investigate complaints and compliance with Data Protection Law. Your rights are described in detail on the ICO's website: - <https://ico.org.uk>.

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