



THE ROYAL BELFAST ACADEMICAL INSTITUTION

Privacy Notice: How we use Staff information

This notice describes what information the School holds about you, why we hold it and how we use it

WHAT IS DATA?

Data is any information which relates to you - the individual. Personal data is information which can identify you. An example of personal data is your full name, address and date of birth.

WHY WE COLLECT AND USE YOUR DATA

'Staff' data relates to employees, volunteers, governors and applicants for posts at the School. We use staff data to maintain the working relationship between you and the School, for us to fulfil our obligations as your employer and to meet certain conditions required of us by law such as safeguarding legislation and HMRC requirements. We use your data to:

- enable you to be paid
- establish your right to work in the UK
- satisfy pre-employment vetting checks
- make returns to HMRC (tax, NI and student loan payments)
- make returns to your pension provider (if you contribute towards a workplace pension)
- contact family in the event of an emergency
- allow you to take leave appropriate to your contractual arrangements
- enable the development of a comprehensive picture of the workforce and how it is deployed
- support your ongoing professional development
- support your health and wellbeing
- enable appropriate recruitment and selection exercises to take place
- inform the development of recruitment and retention policies
- comply with legal/ regulatory bodies

WHAT INFORMATION DO WE HOLD?

The information which we collect, hold and share includes the following. We do not necessarily hold all of this information for every member of staff

- Personal information such as name, address, teacher and/or employee number, national insurance number, tax code
- Special categories of data including information such as gender, age, ethnic group, community background, trade union membership, health/ medical information, fingerprint (where you use the School's cashless cafeteria)
- Contract information such as start dates, hours worked, post, roles and salary information
- Work absence information such as number of absences, length of absence and reasons
- Identification to establish Right to Work in the UK
- Pre –employment vetting details (AccessNI ID documentation is kept in accordance with

- AccessNI circular 1/2018)
- Emergency contact details
 - Biometric data (fingerprints) where you use the cashless cafeteria
 - Qualifications and, where relevant, subjects taught
 - All CPD including INSET
 - Bank details to pay salary through BACS
 - Correspondence
 - Complaints concerning you or where you are involved in an investigation regarding another member of staff

THE LEGAL CONTEXT

We process this information to fulfil the contract of employment we have with you and to ensure we comply with certain legal obligations particularly those relating to provision of an education to the pupils of the school, safeguarding legislation and legal obligations regarding things such as salary deductions.

The majority of information you provide to us or we collect from statutory authorities is mandatory but some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

STORING YOUR DATA

Your data is held both electronically and in manual records. Manual data is held in locked cabinets which can only be accessed by authorised individuals. Electronic data is stored on SIMS/ FMS and the School payroll system. All databases are secure with password protection and data access privileges related to an individual's role within the School.

We hold most employee/volunteer data for 7 years after the employment or volunteering relationship with the School has ended. If during your employment/ volunteering with the School you have been the subject of, or a witness regarding, a safeguarding investigation, data relating to this investigation will be held longer and in some cases indefinitely. Further information can be found within the School Records Disposal Schedule.

Data for unsuccessful applicants to posts within the School is kept for six months after the recruitment exercise has concluded.

Personal information relating to Governors of the School is kept for seven years after last tenure.

Once the above timescales are reached all personal information is destroyed in a secure manner.

WHO WE SHARE INFORMATION WITH

We do not share information about staff with anyone without consent unless the law and our policies allow us to do so. We only share staff information to allow the School to legitimately function as an educational establishment. We routinely and/or occasionally share data with the following organisations:

- Department of Education for Northern Ireland (DENI)
- Education Authority

- GTC (NI) (for teaching staff only)
- NISTR (for substitute teachers only)
- Education and Training Inspectorate
- Capita/ SIMS /C2K
- Library records system
- School Insurance provider(s)
- INFINEER cashless cafeteria
- Examination boards
- Residential trip organisers (and insurers)
- Parentmail
- HMRC
- Your workplace pension provider
- AccessNI
- Occupational Health providers (only on individual referral)
- Your bank (to pay your salary)

Your information is also, inevitably, shared with pupils and their parents/ guardians. For teaching staff information shared is your name, role, subject/ specialist area or where you have responsibility for a specific role, eg Housemaster. For non-teaching staff your name and role may be shared with pupils and their parents particularly where you undertake a role which interfaces with pupils, eg Classroom Assistant.

CONTROL OVER YOUR DATA

It is important that the School holds accurate information for you. You can update your data at any time by emailing prinsec@rbai.belfast.ni.sch.uk.

If you would like to access your personal information or if you have a complaint in relation to the data we hold on you please request this information by downloading a Subject Access Request form from the School website at www.rbai.org.uk, to be addressed to the Principal.