



Employee Privacy Notice

This privacy notice has been written to inform prospective, current, and former employees, including supply and agency staff of Yorkshire Endeavour Academy Trust, about how and why we process their personal data, including recruitment process and employment.

Who are we?

Yorkshire Endeavour Academy Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed a Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures.

Data Protection Officer details

Sharon Markham
Company Secretary
Yorkshire Endeavour Academy Trust
Airy Hill Primary School
Waterstead Lane
Whitby
YO21 1PZ
01947 606688
Email: companysecretary@yeat.co.uk

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What information do we collect and why do we need it?

The personal data we collect about you includes:

- Personal identifiers, including your name, contact details, date of birth, employee or teacher number and national insurance number.
- Professional memberships and your qualified teacher status, where relevant.
- Information about your workplace attendance and reasons for any absences.
- Information about professional development and performance, including reviews and any disciplinary information.
- Any updates to your records of your criminal history, including your DBS check.
- Emergency contact information.
- Financial and payroll data, including bank account information, tax, national insurance and pension contributions.
- Information contained in your contract, including your job role and responsibilities, start date, employment location and contracted hours etc.
- Photographs or video images of you, including CCTV footage where applicable
 - Medical information which is relevant to your employment, including any disability you disclose.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements, vaccination details, etc.
- Photographs and/or video images of you, including CCTV footage if installed
- Records of communications and interactions we have with you.
- Equality monitoring information, such as your ethnicity, religious beliefs and gender.
- E-monitoring and filtering information about your use of the school's network and IT systems.

During Recruitment, we will collect the following:

- Information about your right to work in the UK, including ID documents.
- Education and qualifications, including copies of certificates.
- Your employment history, including employment references.
- Initial records of relevant criminal history data, including your DBS check.
- Information publicly available through online searches on shortlisted job candidates to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.

Please note that only limited details are held by the school in relation to supply and agency staff. In this case, the agency or similar company will be the data controller for the majority of your personal data. We therefore recommend reviewing their privacy information in addition to ours.

Photographs

We expect all employees of the Trust to wear photographic ID.

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To ensure your right to work and assess your suitability for the role.
- To meet our safeguarding and health and safety obligations.
- To pay your salary and conduct related payroll functions.
- To monitor and manage staff absence.
- To monitor and manage professional development, training and performance.
- To make any reasonable adjustments you may need in relation to a health condition or disability.
- To promote the school, including in newsletters, on the school website, and social media platforms.
- To meet the statutory duties placed upon us regarding DfE data collections.
- To monitor and inform our policies on equality and diversity.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. For workforce data processing, we normally rely on the following lawful bases:

- Article 6(1)(b) - contractual obligation
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

If we share your information in a health emergency, we may rely on the lawful basis of Article 6(1)(d) – vital interests.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- (10) Preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and individuals at risk

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(b) - employment and social security and social protection law
- Article 9(2)(g) - reasons of substantial public interest

The applicable condition in Schedule 1 of the Data Protection Act 2018 for Article 9(2)(b) is:

- Condition 1 - Employment, social security and social protection

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 8 - equality of opportunity or treatment
- Condition 10 - preventing or detecting unlawful acts
- Condition 16 - support for individuals with a particular disability or medical condition
- Condition 18 - safeguarding of children and individuals at risk

If we share your information in a health emergency, we may rely on the additional condition of Article 9(2)(c) - vital interests.

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your job application or employment period. However, we may also receive some information from the following third parties:

- Official bodies, such as the Teaching Regulation Agency and Disclosure and Barring Service.
- Your previous employers.
- Your nominated referees.
- Relevant recruitment or supply agencies.
- Local Authority.

Who do we share your personal data with?

We may share your information with the following organisations:

- Department for Education (DfE).
- Disclosure and Barring Service (DBS).
- HM Revenue and Customs (HMRC).
- Department for Work and Pensions (DWP), if applicable.
- Your pension provider.
- Staff benefits provider, in relation to any salary sacrifice agreements.
- Your Trade Union, if applicable.
- Our suppliers and advisors, including insurers, lawyers, consultants, and an accountant or payroll provider.
- Our IT application providers.
- Prospective future employers, landlords, letting agents, or mortgage brokers, where you have asked them to contact us for a reference.
- Emergency services, where required in a health emergency, including a mental health emergency.
- Local Authority.
 - We may share information across the schools within Yorkshire Endeavour Academy Trust

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire

03031 231113

casework@ico.gsi.gov.uk