turn IT on
Connecting schools and technology

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Employee Data Policy

The General Data Protection Regulations (GDPR) regulates the way in which certain information about employees is held and used.

Turn IT on considers that many of the principles of GDPR represent good practice, hence the need for us to comply with the Act.

This policy gives details about the type of information that the Organisation keeps about its employees and the purposes for which it keeps them.

Throughout employment and for as long a period as is necessary following the termination of employment the Organisation will need to keep the employee's records. Currently the organisation will retain employee records during their employment and for up to 6 years after they leave. The 6 years' timeline is set to match legal guidelines (due to the current right to raise a civil claim for up to 6 years after leaving employment).

From February 2018 the company will ask leavers if they wish for us to retain information for longer. This is due to the requirement for staff that are working in a schools' environment to have a full employment history for safeguarding checks.

The records that we hold on employees may include:

- information gathered about an employee and any references obtained during recruitment
- details of terms of employment
- payroll, tax and National Insurance and pension information
- performance information
- details of grade and job duties
- health records
- absence records, including holiday records and self-certification forms
- details of any disciplinary investigations and proceedings
- training records
- contact names and addresses
- correspondence with the Organisation and other information provided to the Organisation.
- Communication (electronic and hardcopy) between employee and employer.
- Photographs for ID purposes
- Safeguarding information (DBS certificates, letters of assurance, training information)

Turn IT on believe that these uses are consistent with our employment relationship and with the principles of the DPA.

The majority of the information held will be for our management and administrative use only, but from time to time, we may need to disclose some information we hold about employees to relevant

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third parties. This information will only be shared due to a legal or regulatory requirement or due to a request from the employee.

We may also transfer information to another group or Organisation, solely for purposes connected with an employee's career or the management of the Organisation's business.

It should also be noted that the Organisation might hold the following information about an employee for which disclosure to any person will be made only when strictly necessary for the purposes set out below:

- an employee's health, for the purposes of compliance with our health and safety and our occupational health obligations;
- for the purposes of HR management and administration, for example to consider how an employee's health affects his or her ability to do his or her job and, if the employee is disabled, whether he or she requires any reasonable adjustment to be made to assist him or her at work
- the administration of insurance, pension, sick pay and any other related benefits;
- the administration for employment references, mortgage applications, rental/letting agreements;
- in connection with unspent convictions to enable us to assess an employee's suitability for employment;
- where required, turn IT on will share the necessary safeguarding information held on employees with schools/clients that they work with or where they have access to school's data. Employees will be given a Data Protection Consent form and where relevant a Safeguarding Declaration to read and sign.

The Organisation requires all employees to comply with GDPR in relation to the information about other staff, our schools, school staff and pupils. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the Organisation's disciplinary policy and procedure.

If an employee handles personal information about other employees, he or she will be given separate guidance on his or her obligations and must ask if they are unsure.

The people with overall responsibility for compliance with GPDR are:

Data Controller (internal data) – Head of HR & Finance

Data Protection Officer (client and third-party data) – Head of Data Protection