

Creative Sports Coaching CIC

Privacy Notice for our Workforce



How we use our workforce information

Name of Data Controller

Creative Sports Coaching CIC, 4 Millwright Way, Flitwick, Bedfordshire, MK45 1BL

Name of our Data Protection Officer

James Hatch, 4 Millwright Way, Flitwick, Bedfordshire, MK45 1BL

The categories of information that we process

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, date of birth, contact details, identification documents, evidence of your right to work)
- Special categories of data including characteristics and equalities information, such as gender, age, ethnic group, disability, pregnancy/maternity
- Criminal convictions and cautions
- Medical information
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications, examinations, skills, experience and career history
- Emergency contacts
- Information regarding employment processes and procedures, such as ill health, grievance, capability, discipline
- Payroll information including bank account details, P45, pension history, national insurance number, tax code
- Health and safety information including details of accidents/incidents leading to injuries and details of any first aid treatment
- Data from our IT systems which records your use of the internet and work email account
- Photographs and videos
- Declarations of interest

Why we collect and use workforce information

We use the data listed above to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Assess applicants for shortlisting and appointment, and to determine suitability for employment
- Communicate with employees
- Respond to employment queries and record employment history
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Enable processing of salary and other payments, including payments for absence
- Calculate and process statutory and voluntary deductions from pay
- Enrol employees on pension schemes and calculate pension contributions
- Manage applications, appointments, probation, capability, disciplinary, absence, termination etc.
- Comply with statutory requirements for reporting and returns
- Assess applications for specific benefits e.g. childcare vouchers
- Confirm identity and right to work
- Carry out workforce monitoring and statistical analysis, including statutory returns
- Process information on accidents and incidents
- Analyse and manage attendance
- Compile CPD records
- Comply with statutory requirements for auditing of our company's finances, including payroll and Pension Scheme
- Comply with safeguarding of pupils and security of the school site

Our lawful basis for using this information

We collect and use information under the following lawful basis:

- Legal obligation – we need to process the data to meet our responsibilities under law.
- Contract – we need to process the data to fulfil a contract with you or help you enter into a contract with us.
- Vital interests – we will use this personal data in a life-or-death situation.
- Legitimate interests – we need to process the data for the legitimate interests of the company.
- Consent – we will obtain consent from you to use your personal data.

Where you have provided us with consent to use your personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you will go about withdrawing consent if you wish to do so.

We must also comply with an additional condition where we process special categories of more sensitive personal data. This includes, but is not restricted to, information about health conditions, sickness records and data relating to criminal convictions and offences.

When processing special category data, we must ensure that one of the following conditions for processing, as set out in UK data protection law, applies:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

How we collect this information

We collect information from you via:

- Job applications and employment references
- Documents to confirm qualifications, identity, right to work etc.
- HR forms completed by new and current employees
- Documents from HMRC, HM Courts and Tribunal Service, Contributions Agency
- Payroll information provided to our payroll provider
- DBS application processing
- Management of employment processes
- Occupational Health medical assessments and referrals
- Online systems supplied by third parties delivering employee benefits
- Accident and incident reporting forms

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK 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.

How we store this information

We keep personal information about you while you work at our company. We may also keep it beyond your employment at our school if this is necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share this information with and why

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary, and it complies with UK data protection law, we may share personal information about you with:

- Our local authority, Central Bedfordshire Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulators, Ofsted and Bedfordshire Football Association
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

Requesting access to your personal data

Under UK data protection legislation, you have the right to request access to information about you that we hold. If you would like to make a request, please contact our Data Protection Officer.

You also have the right to:

- Object to our use of your personal data.
- Prevent your data being used to send direct marketing.
- Object to and challenge the use of your personal data for decisions being taken by automated means.
- In certain circumstance, have inaccurate personal data corrected.
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaint about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance:

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Email: james@creativesportscoaching.couk
- Or write to: James Hatch, Creative Sports Coaching CIC, 4 Millwright Way, Flitwick, Bedfordshire, MK45 1BL