



Methodist Independent Schools Trust (MIST) (June 2020)

STAFF/VOLUNTEERS PRIVACY NOTICE

In the course of your employment, engagement or other basis of work undertaken for the Trust, we will collect, use and hold (“process”) personal data relating to you. This makes the Trust a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

Who this document applies to

Staff, contractors, temps and volunteers who may be employed or engaged by the Trust to work for it in any capacity, as well as prospective applicants for roles. It also applies to governors/trustees/directors, past and present.

About this document

This Staff/Volunteer Privacy Notice explains how the Trust Head Office collects, uses and shares (or "processes") personal data of staff/volunteers, and your rights in relation to the personal data we hold. See C-19 Statement in Appendix 1

This Privacy Notice also applies in addition to the Trust’s other relevant terms and conditions and policies, including:

- any contract between the Trust and its staff, such as the terms and conditions of employment, and any applicable staff handbook;
- the Trust’s retention of records policy;
- the Trust's safeguarding, including as to how concerns or incidents are reported or recorded (both by and about staff/volunteers); and
- the Trust's IT policies, including its Acceptable Use policy, Remote Working policy and Bring Your Own Device policy.

Please note that your contract with the Trust, including any document or policy forming a part of your contractual obligations to the Trust, may in particular be relevant to and supplement the information in this Staff Privacy Notice, to the extent that it will contain details of obligations or rights of the Trust under contract with you which may require the use of your personal data. However, this Staff Privacy Notice is the primary document applicable to the use of your personal data by the Trust.

This Staff/Volunteer Privacy Notice also applies alongside any other information the Trust may provide about particular uses of personal data, for example when collecting data via an online or paper form.

How we collect your information

We may collect your personal data in a number of ways, for example:



- from the information you provide to us before making a job application, for example when you come for an interview;
- when you submit a formal application to work/volunteer for us, and provide your personal data in application forms and covering letters, etc.; and
- from third parties, for example the Disclosure and Barring Service (DBS) and referees (including your previous or current employers or Trust), in order to verify details about you and/or your application to work/volunteer for us.

More generally, during the course of your employment/volunteering with us, as a member of staff or volunteer, we will collect data from or about you, including:

- when you provide or update your contact details;
- when you or another member of staff completes paperwork regarding your appraisals;
- in the course of fulfilling your employment (or equivalent) duties more generally, including by filling reports, note taking, remote working connections or sending emails on Trust's systems;
- in various other ways as you interact with us during your time as a member of staff or volunteer, and afterwards, where relevant, for the various purposes set out below.

The types of information we collect

We may collect the following types of personal data about you (and your family members and 'next of kin', where relevant):

- contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es), IP addresses when remote working);
 - contact details (through various means, as above) for your family members and 'next of kin', in which case you confirm that you have the right to pass this information to us for use by us in accordance with this Privacy Notice;
 - records of communications and interactions we have had with you;
- biographical, educational and social information, including:
 - your name, title, gender, nationality and date of birth;
 - your image and likeness, including as captured in photographs taken for work purposes and during online meetings;
 - details of your education and references from your institutions of study;
 - lifestyle information and social circumstances;
 - your interests and extra-curricular activities;
- financial information, including:
 - your bank account number(s), name(s) and sort code(s) (used for paying your salary and



- processing other payments);
- your tax status (including residence status)
- information related to pensions, national insurance, or employee benefit schemes;
- work related information, including:
 - details of your work history and references from your previous employer(s);
 - your personal data captured in the work product(s), notes and correspondence you create while employed by or otherwise engaged to work for the Trust;
 - details of your professional activities and interests;
 - your involvement with and membership of sector bodies and professional associations;
 - information about your employment and professional life after leaving the Trust, where relevant (for example, where you have asked us to keep in touch with you);
- and any other information relevant to your employment or other engagement to work for the Trust.

Where this is necessary for your employment or other engagement to work for us, we may also collect special categories of data, and information about criminal convictions and offences, including:

- information revealing your racial or ethnic origin;
- trade union membership, where applicable;
- religious affiliation, where applicable;
- information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, dietary needs, or to make reasonable adjustments to your working conditions or environment); and
- information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations);

However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your employment or other engagement to work for the Trust.

The bases for processing your personal data, how that data is used and whom it is shared with

- (i) Entering into, or fulfilling, our contract with you

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In this respect, we use your personal data for the following:

- administering job applications and, where relevant, offering you a role with us;
- carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history;
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us;



- to pay you and to administer benefits (including pensions) in connection with your employment or other engagement with us;
- monitoring your attendance and your performance in your work, including in performance appraisals;
- for disciplinary purposes, including conducting investigations where required;
- for other administrative purposes, for example to update you about changes to your terms and conditions of employment or engagement, or changes to your pension arrangements;
- for internal record-keeping, including the management of any staff feedback or complaints and incident reporting; and
- for any other reason or purpose set out in your employment or other contract with us.

(ii) Legitimate Interests

We process your personal data because it is necessary for our (or sometimes a third party's) legitimate interests. Our "legitimate interests" include our interests in running the Trust in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, we use your personal data for the following:

- providing you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work/volunteer for us);
- to enable relevant authorities to monitor the Trust's performance and to intervene or assist with incidents as appropriate;
- to carry out or cooperate with any Trust or external complaints, disciplinary or investigatory process;
- for the purposes of management planning and forecasting, research and statistical analysis;
- in connection with organising events and social engagements for staff/volunteer;
- making travel arrangements on your behalf, where required;
- contacting you or your family members and 'next of kin' for business continuity purposes, to confirm your absence from work, etc.;
- publishing your image and likeness in connection with your employment or engagement with us e.g. online meetings;
- to monitor (as appropriate) use of the Trust's IT and communications systems in accordance with the Trust's IT: acceptable use policy.

(iii) Legal Obligations



We also process your personal data for our compliance with our legal obligations, notably those in connection with employment, charity / company law, tax law and accounting, and child welfare. In this respect, we use your personal data for the following:

- to meet our legal obligations (for example, relating to child welfare, social protection, diversity, equality, and gender pay gap monitoring, employment, and health and safety);
- for tax and accounting purposes, including transferring personal data to HM Revenue and Customs to ensure that you have paid appropriate amounts of tax, where relevant;
- for the prevention and detection of crime, and in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

(iv) Special categories of data

We process special categories of personal data (such as data concerning health, religious beliefs, racial or ethnic origin, or union membership) or criminal convictions and allegations for the reasons set out below.

We will process this data on the basis that such processing is necessary to carry out obligations and exercise rights (both yours and ours) in relation to your employment (or other engagement).

In particular, we process the following types of special category personal data for the following reasons:

- we have a legal obligation to do so;
- your physical or mental health or condition(s) in order to record sick leave and take decisions about your fitness for work, or (in emergencies) act on any medical needs you may have;
- categories of your personal data which are relevant to investigating complaints made by you or others, for example concerning discrimination, bullying or harassment;
- data about any criminal convictions or offences committed by you, for example when conducting criminal background checks with the DBS, or where it is necessary to record or report an allegation (including to police or other authorities, with or without reference to you);
- Trust/School Deeds compliance – religious affiliation (e.g. Trustee volunteers).

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, in circumstances where consent is appropriate;
- it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the workplace and we have to process your personal data in order to ensure you receive appropriate medical attention;
- it is necessary for some function in the substantial public interest including the safeguarding of



children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence or unfitness in a role (or to establish the truth of any such allegations); or

- it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category or criminal data) to a variety of recipients including:

- other employees, agents and contractors (e.g. third parties processing data on our behalf as part of administering payroll services, the provision of benefits including pensions, IT etc. – although this is not sharing your data in a legal sense, as these are considered data processors on our behalf);
- DBS and other relevant authorities and agencies such as the Department for Education, Department for Education and Teaching Regulation Agency, the ICO, Charity Commission and the local authority;
- other schools in the Methodist Independent Schools group;
- other Trusts within the Methodist Schools umbrella;
- the Methodist Church in Britain;
- external auditors or inspectors;
- our advisers where it is necessary for us to obtain their advice or assistance, including insurers, lawyers, accountants, or other external consultants;
- third parties and their advisers in the unlikely event that those third parties are acquiring or considering acquiring all or part of our business or we are reconstituting;
- when the Trust is legally required to do so (by a court order, government body, law enforcement agency or other authority of competent jurisdiction), for example HM Revenue and Customs or police.

We may also share information about you with other employers in the form of a reference, where we consider it appropriate, or if we are required to do so in compliance with our legal obligations.

How long your information is kept

Personal data relating to unsuccessful job applicants is deleted within 6 months of the end of the application process, except where we have notified you we intend to keep it for longer (and you have not objected).

For employees/volunteers, subject to any other notices that we may provide to you, we may retain your personal data for a period of 7 years after your contract of employment (or equivalent agreement) has expired or been terminated.

However, some information may be retained for longer than this, for example incident reports and safeguarding files, in accordance with specific legal requirements. Please see our Retention of Records policy.



Your rights

Please see our External Privacy Notice which has details of your rights as a 'data subject', which are the same as if you were any member for the public. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

This notice

The Trust will update this Staff Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Contact and complaints

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact your line manager or the General Secretary of the Trust or dataprotection@methodistschools.org.uk

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.

Date: June 2020

Review: February 2021



Appendix C-19 statement

The Coronavirus Covid-19 pandemic has introduced and enhanced ways of working that have data governance implications. Methodist Independent Schools Trust (MIST) Head Office remains committed to data governance regulations and continues to work to instil the best technical and organisational solutions to ensure data integrity during these exceptional times.

A significant number of online data is managed by the Head Office and the below are examples of data processing currently occurring in addition to those already outlined in the Privacy Statement:

- Online Meetings – MIST meetings are now conducted online using an application called Zoom. Zoom has been optimised as far as technically possible to ensure that it is secure. The Zoom privacy policy was last updated on 29 March 2020. MIST deploys the following protocols when using Zoom:
 - All meetings are password protected;
 - All meetings are locked (meaning that no new users can log in without un-locking the meeting) 15 minutes after the published start of the meeting;
 - Meetings data has been optimised so that it remains on European Servers. Zoom is based in USA, this means that data is transferred to the USA.
 - Meetings are not recorded by MIST. Should there be a need to record meetings, permission will be sought in writing from attendees. The recording will be kept in line with data retention policies;
 - Within the Zoom application users are able to use the chat facility but are not able to save the chat contents;
 - Best practice is to assign a co-host in addition to a host to ensure continuity of service and security;
 - The 'Waiting Room' feature is enabled and hosts will allow users to enter a meeting once their identity has been established.
 - Screen sharing is enabled but controlled by the host and only the host can access/amend the screen share when participants are sharing their screen.
- Voicemail messages – While the MIST Office is physically closed the office staff have calls diverted to their BT Cloud Phone App. The retention policy enforced by BT Cloud Phone services for voicemails is 90 days – MIST has not amended this. Voicemails to the main office number will be available to office staff via email and via their mobile handsets.
- ICT security – general protocols include:
 - Connections to server are secured via VPN encryption and multi-factor access
 - Connections to Office 365 are secured via multi-factor access