

## **Privacy Notice (How we use your information)**

### **Kirklees Supply Service**

#### **The categories of information that we collect, process, hold and share include:**

- Personal information (your name, date of birth, address, home and mobile telephone number, email address, National Insurance Number, Bank details, P45, convictions, photograph and Disclosure and Barring Service Certificate number)
- Characteristics (gender, ethnicity, disability and marital status)

#### **Why we collect and hold this information**

We use this personal data in order to:

- Collect for the recruitment process
- Provide you with opportunity of work
- Provide schools, settings and other organisations with necessary information in line with requirements with Safer Recruitment and the Education Act 2005
- Assess the quality of our services
- Evaluate and improve our performance
- Derive statistics which inform decisions about future delivery of services
- Provide information to schools for the School Workforce Census and their records

#### **The lawful basis on which we use this information**

We collect and process information about you under Article 6

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- the processing is necessary for a contract with individuals, (either permanent or temporary) or because of the need to take specific steps before entering into a contract.

The School Workforce Census will complement the pupil and school level information collected in the School Census. The school Workforce Census is required of Local Authorities and schools within Regulations, underpinned by sections 113 and 114 of the Education Act 2005.

As a Supply staff you will only fall within the scope of the census if you achieve 28 days or more continuous service in one placement. If you do not achieve this service then your information will not be used.

## **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the length of service and an additional 6 years in order to comply with statutory requirements; in case of legal claims/complaints and for safeguarding requirements.

## **Who we share this information with**

We routinely share this information with:

- Other services within Kirklees Council (Kirklees Payroll, maintained schools)
- National government departments e.g. Department for Education, Disclosure and Barring Service and The School Workforce Census
- Other partners (Academies, Free Schools and third parties for reference requests)

## **Why we share this information**

We share information with the above listed organisations in order for Kirklees Supply Service to fulfil its service provision.

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

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: Kirklees Supply Service at [kss@kirklees.gov.uk](mailto:kss@kirklees.gov.uk) or by ringing 01484 225083 (option 1)

If you have any worries or questions about how your personal data is handled, please call the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.