

Privacy Notice – For Employees of U-Maths

How we use Workforce Information

U-Maths is fully committed to respecting the privacy of all individuals.

This privacy notice tells you what to expect when U-Maths collects personal information about you. It applies to (includes but is not limited to) all employees, former employees, seconded employees, agency staff, contractors and casual workers. However, the information we will process about you will vary depending on your specific role and personal circumstances.

U-Maths is the data controller of the personal information you provide to us. This means that the Charity determines the purposes for which, and the manner in which, any personal data relating to the school workforce is to be processed.

In some cases, your data will be outsourced to a third-party processor. This will only occur with your explicit consent, unless required by law. When the Charity outsources data to a third-party processor, the same data protection standards that U-Maths upholds are imposed on the processor.

This Privacy Notice is used in conjunction with the Charity's Core Privacy Notice.

How we get your information:

We get information about you from the following sources:

- Directly from you
- From an employment agency
- From referees, either external or internal
- From security clearance providers
- From Occupational Health and other health providers
- From Pension administrators and other government departments, for example tax details from HMRC
- From providers of staff benefits

Personal data we process and why:

We process the following categories of personal data:

Information related to your employment:

We use the following types of information to carry out the contract we have with you, provide you access to business services required for your role and manage our human resources processes.

- Personal contact details such as your name, address, contact telephone numbers

(landline and mobile) and personal email addresses

- Your date of birth, gender and NI
- A copy of your passport or similar photographic identification and/or proof of address
- Marital status
- Next of kin, emergency contacts and their contact
- Employment and education history including your qualifications, job application, employment references, right to work information and details of any criminal convictions that you
- Location of employment
- Details of any secondary employment, political declarations, conflict of interest declarations or gift declarations
- Security clearance details including basic checks and higher security clearance details according to your role
- Any criminal convictions that you declare to

Information related to your salary, pension and loans:

We process this type of information for the payment of your salary, pension and other employment related benefits. We also process it for the administration of statutory and contractual leave entitlements such as holiday or maternity leave.

- Information about your job role and your employment contract including; your start and leave dates, salary (including grade and salary band), any changes to your employment contract, working pattern (including any requests for flexible working)
- Details of your time spent working and any overtime, expenses or other payments claimed
- Details of any leave including sick leave, holidays, special leave
- Pension details including membership of both state and occupational pension schemes (current and previous)
- Your bank account details, payroll records and tax status information
- Details relating to Maternity, Paternity, Shared Parental and Adoption leave and pay. This includes forms applying for the relevant leave, copies of MATB1 forms/matching certificates and any other relevant documentation relating to the nature of the leave you will be taking

Information relating to your performance and training:

We use this type of information to assess your performance, to conduct pay and grading reviews and to deal with any employer/employee related disputes. We also use it to meet the training and development needs required for your role.

- Information relating to your performance at work e.g. probation reviews, performance reviews, promotions, flexible working requests, career break requests etc.
- Grievance, and dignity at work matters (Bullying and Harassment) and investigations to which you may be a party
- Bullying and harassment claim
- Disciplinary records and documentation related to any investigations, hearings and warnings/penalties
- Whistleblowing concerns raised by you, or to which you may be a party
- Information related to your training history and development needs

Information relating to monitoring:

We may use this type of information to assess your compliance with our policies and procedures and to ensure the security of our premises, IT systems and employees.

- Information derived from monitoring IT acceptable use standards

Information relating to your health and wellbeing and other special category data:

We use the following type of information to comply with our legal obligations and for equal opportunities monitoring. We also use it to ensure the health, safety and wellbeing of our employees.

- Health and wellbeing information either declared by you or obtained from health checks, eye examinations, occupational health referrals and reports, sick leave forms, health management questionnaires or fit notes i.e. Statement of Fitness for Work from your GP or hospital
- Accident records if you have an accident at work
- Details of any desk audits, access needs or reasonable adjustments
- Information you have provided regarding Protected Characteristics as defined by the Equality Act. This includes racial or ethnic origin, religious beliefs, disability status, and gender identification and may be extended to include other protected characteristics.

Lawful basis for processing your personal data:

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the UK General Data Protections Regulation (UK GDPR):

- Article 6(1)(b) which relates to processing necessary for the performance of a contract
- Article 6(1)(c) so we can comply with our legal obligations as your employer
- Article 6(1)(d) in order to protect your vital interests or those of another person
- Article 6(1)(e) for the performance of our public task
- Article 6(1)(f) for the purposes of our legitimate interests

Special category data:

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent
- Article 9(2)(h) for the purposes of preventative or occupational medicine and the assessment of your working capacity
- Article 9(2)(f) for the establishment, exercise or defence of legal claims

Criminal convictions and offences

Where we process information about staff criminal convictions and offences, the lawful basis we rely to process this data are:

- Article 6(1)(e) for the performance of our public task

- Article 6(1)(b) for the performance of a contract

Who we share your data with:

We only share your personal identifiable data if there is a legitimate business reason. For example, we may share your data with our Bookkeeper.

Your personal Equality, Diversity and Inclusion data will not be shared with your line manager except to the extent (if any) that it is necessary to enable your line manager to manage the employment relationship, e.g. any disabilities for which adjustments may reasonably be required.

U-Maths may share personal information, as necessary, with our school and university partners, service providers, agents or other relevant third parties so that we can carry out our services and responsibilities, and carry out any obligations arising from any contract or agreement entered into between you and us.

U-Maths may also disclose personal information to other employees and/or volunteers including the Charity Trustees in the course of providing you with our services.

We will not disclose your data to third parties without your consent, except where they are acting as authorised agents for the Charity (see Appendix 1). U-Maths does not permit these parties to use such information for any other purpose than to perform the services they have been instructed to provide by us.

We may also need to disclose your information if required to do so by law.

How long we keep your personal data:

For information about how long we hold your personal data, please see our Data Retention Policy.

Your rights:

U-Maths processes your personal information in accordance with your rights under data protection legislation.

You can find details about your rights under data protection legislation in U-Maths' Core Privacy Notice.

If you have queries about how your rights are upheld, please contact:

The Project and Operations Manager

U-Maths
C/o Exeter Maths School
Castle Street
Exeter EX4 4PU

[Contact Form](#)

How to complain:

If you wish to make a complaint about how your data is being or has been processed, please contact our Data Protection Officer:

The Data and Protection Officer

U-Maths
C/o Exeter Maths School
Castle Street
Exeter EX4 4PU

[Contact Form](#)

You also have a right to complain to the **Information Commissioner's Office (ICO)** about the way in which we process your personal data. You can make a complaint using the [ICO's website](#).

Annexe 1 – Data processors

Data processors are third parties who provide certain parts of our staff services for us. We have contracts in place with them and they cannot do anything with your personal information unless we have instructed them to do so. Our current data processors are listed below.

Data processor	Purpose	Privacy notice
Stone King	Staff contracts	https://www.stoneking.co.uk/privacy-notice
Disclosure and Barring Service	DBS checks	https://www.gov.uk/help/privacy-notice
Kings College London	IT services	https://www.kcl.ac.uk/terms/privacy
Details TBC	Pension scheme	
Details TBC	Payroll provider	