



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

WORKFORCE PRIVACY NOTICE

How we use information

The categories of information that we process include:

- Personal information (such as name and contact details, employee or teacher number, national insurance number)
- Special educational needs, information on disabilities, health conditions and protected characteristics
- Medical information (such as allergies, medication and dietary requirements)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Next of kin information
- Confirming your right to work in the United Kingdom
- Suitability to work with young people including DBS check and the outcomes of any check
- Work history and employment references
- Performance management or other disciplinary information

Why we collect and use your data

We use data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid and to access benefits
- Ensure that staff who are recruited are suitable to work with young people
- Support staff wellbeing, development and progression
- Ensure that staff with additional needs and / or disabilities or health conditions are properly supported so they are safe and can fulfil their potential at work

The lawful basis on which we collect and use your information is "legitimate interest". This is because we will be using your data in ways you would reasonably expect and which have a minimal privacy impact.

Collecting your data

- Application and enrolment forms either online or paper based
- Electronically, in person or on the telephone
- Contracts of employment

- From previous employers via reference requests

Workforce data is essential for the college's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold staff data securely during employment and then for up to 2 years after employment has ceased

Who we share workforce information with

We share this information with external organisations in order to process your wages and pension and other benefits

Why we share workforce information

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request please contact katie@bodens.co.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

If you would like to discuss anything in this privacy notice, please contact: katie@bodens.co.uk

Last updated	Next review	Person responsible
August 2025	August 2026	KM