

## Privacy Notice

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

- Personal information (such as name, employee or teacher number, national insurance number, payroll number, address, photograph)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Qualifications (and, where relevant, subjects taught)
- Identification (such as copy of passport, driving licence or birth certificate to demonstrate your right to work in the UK and to satisfy evidence for safe recruitment checks)
- DBS number, issue date and outcome
- Pre-employment references
- Medical information to demonstrate fitness to undertake responsibilities of the post
- Payroll and pension information (such as deductions, student loan deductions, bank details)
- Accidents and incidents in relation to Health and Safety

### Why we collect and use this information

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
- enable the individual to be performance managed
- enable us to demonstrate we have undertaken statutory checks
- fulfil our obligations under safeguarding and health and safety legislation
- claim from insurance

### The lawful basis on which we process this information

We process this information under Article 6 & Article 9:

- Contract: the processing is necessary for the contract ESP has with the individual
- Legal obligation: the processing is necessary for ESP to comply with the law (not including contractual obligations)

# Exeter Supply Partnership



c/o West Exe School, Hatherleigh Road, Exeter EX2 9JU.  
t:01392 927171 e:info@exetersupplypartnership.com  
www.exetersupplypartnership.com

## Collecting this information

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 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.

## Storing this information

We hold data in accordance with our Retention Policy.

We store information on the following systems:

- Added Value Application – database for bookings management
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs
- Mailchimp – email communication system
- Sendgrid – email communication system linked to Added Value Applications
- GBG Online Disclosures – Disclosure and Barring Service check service
- Company mobile phone
- Secure paper files

## Who we share this information with

We routinely share this information with:

- Our schools
- Griffin Chartered Accountants our Payroll provider
- Added Value Applications – who provide our database booking management system
- NEST Pensions who process our Autoenrollment Pension Scheme
- HMRC
- EduCare – who provide access to online training
- Exeter Consortium

## Why we share school workforce information

We do not share information about 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 you

# Exeter Supply Partnership

The logo for Exeter Supply Partnership features a stylized graphic of overlapping, colorful triangles in shades of green, purple, and blue, positioned to the right of the text.

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that we hold. To make a request for your personal information, contact the ESP Business Manager

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

## Further information

If you would like to discuss anything in this privacy notice, please contact:

Mark Drew – Business Manager – [mark@exeterconsortium.com](mailto:mark@exeterconsortium.com)