

## **Employee Data Collection Form (Appointment)**

**Academy Name** is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us, and is governed by the UK General Data Protection Regulation and Data Protection Act 2018.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. **Please find a copy of our Employee Privacy Notice enclosed**; this can also be accessed via the Academy website [www.academyname.co.uk](http://www.academyname.co.uk).

The data we collect about you and your emergency contacts will be utilised in accordance with the Academy's Privacy Notices and data collection policies. It is the responsibility of the employee completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the academy. Where we require your consent for collecting data, this will be specified within our data collection form.

The data we collect aids us in our ability to fulfil our obligations both legally and as a public organisation in the delivery of your contract of employment, supporting the welfare of our employees and to meet our duties as an educational establishment. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods, according to the nature of the data.

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator via **(name and contact)** or the Trust Data Protection Officer via 01782 969465 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

<b>Name</b>	
<b>Position title</b>	
<b>Start date</b>	
<b>Payroll Reference</b>	
<b>Emergency Contact's Name (1)</b>	
<b>Emergency Contact's Telephone Number (1)</b>	
<b>Emergency Contact's Name (2)</b>	
<b>Emergency Contact's Telephone Number (2)</b>	
<b>Vehicle</b> <b>Make:</b> <b>Model:</b> <b>Colour:</b> <b>Registration:</b>	

## Photographs

Our Academy requires consent in order to process photographic and video data. Consent to the taking of photographs and videos for the below purposes is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below.

Photographs will be taken for identification purposes and displayed on personal staff ID badges. These badges are provided for safeguarding purposes and therefore consent will not be required for usage of photos for this purpose.

<b>Purpose</b>	<b>Accessed by</b>	<b>Consent provided? (Y/N)</b>
Academy and Trust website displays including news feeds and galleries	Academy/trust staff Public through access to the website Website provider	
Digital prospectus shared on the Academy website	Academy/trust staff Public through access to the website Website provider	
Photos shared in Academy building displays and galleries	Academy staff Viewed by members of the public/visitors	
Photos shared in termly newsletters (digital and hard copy)	Academy/trust staff Hard copies provided for parents Digital copies are public on the website	
Photos utilised for recognition purposes on staff electronic records	Academy staff Academy information management software provider	
Photos/videos taken during educational visits for the website/internal displays	Academy staff/students Public through access to the website and internal displays Website provider	
Photos displayed in Academy social media	Academy staff/students Public through use of social media Facebook/Twitter	
Photos taken for Academy productions	Academy staff Student/pupils Public through internal displays	
Annual official Academy photos	Academy staff, public through internal displays Photographer - <b>company</b>	

If consent is provided to process this data, photographs and videos of staff will be taken only on academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers such as **Tempest photographers**. This data will not be collected on personal devices of any nature. Photographs and videos will be accessed by approved staff only and stored in a secure manner on the Academy's network, and provided for approved suppliers who can demonstrate compliance with Data Protection Regulations only.

**Should you wish to withdraw your consent at any time, please contact (name and contact details of DPL) to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. Photographic and video data will be retained and deleted in accordance with the Trust's Data Protection and Compliant Records Management Policy.**

## Biometric Data

Staff biometric data (finger prints) is utilised by the Academy as a method for our staff to check the value of money on their account and progress quickly through the queue during break and lunch times. This method is used as an alternative to staff pin numbers and will be thumb print only. It is not mandatory for the below information to be provided for you to access your account or purchase items.

Should you wish to provide consent for the use of your biometric data for the purpose of use for purchasing consumables and accessing their account, this will be utilised in accordance with the Staffordshire University Academy Trust's Data Protection Policy and Compliant Records Management Policy. This data will be accessed by approved Academy personnel only and stored in a secure manner electronically in the Academy's software provided by a company called (**please specify**).

Should you wish to withdraw your consent at any time, please contact (name and contact details) to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

**Please sign below to provide your consent for the use of photo and video data as specified above.**

**Signed:** \_\_\_\_\_

**Please sign below to provide your consent for the use of biometric data as specified above.**

**Signed:** \_\_\_\_\_

**Signed by employee (to which the data relates):** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by employee (checking documentation):** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST

## APPOINTMENT CHECKLIST – OFFICE USE ONLY

<b>Name:</b>	<b>Position Title:</b>
<b>Academy:</b>	<b>Confirmed hours (p/w) (if applicable):</b>
<b>Line Manager:</b>	<b>Contract type: permanent/Temporary/casual (end date – if applicable)</b>
<b>Start Date:</b>	

Staff Responsible	Document	Date & Initials Completed/Received
	Application Form	
	Recruitment Monitoring Form	
	References received & checked	Ref 1. Ref 2.
	Qualifications Checked & Copied	1. 2. 3.
	Identification documents Seen	1. 2. 3
	Appointment Letter Including DBS Log on info	
	Appointment made for completion of DBS procedures	Date of appointment      Application Reference:
	PEAQ /Assessment of fitness to Work Questionnaire completed (where required)	
	Eligibility to work completed and copy (for file) & forward to Stoke - email	
	Appointment Form completed and sent to Stoke - email	
	NQT Appointment Form completed and sent (if required)	Date:                                      Not required
	Induction meeting booked with Date/Time	
	Contract provided to Employee with Pensions info	Received and checked:
	Continuous service date (if applicable)	
	Email account / Personal details entered onto SIMS system / ID Badge	
	Safeguarding Level 1 checked or booked	
	Bank Information	Sort Code Account Number
	National Insurance Number	
	Update salary modeller	
	Pecuniary interest form complete	