



Staff Privacy Notice

The person responsible for writing this Privacy Notice is: Cathy Price

I am the 'controller' of all the personal data you provide. We are registered with the Information Commissioners Office. We are required to inform you about what information we store about you, how it is stored and when and how it is deleted when no longer needed.

Why information is collected about you

We are required to collect personal data about you to help us comply with the Early Years Foundation Stage (EYFS, 2017), Ofsted, the Disclosure and Barring Service and HMRC.

Information collected about you includes your name, address, email address, phone number, emergency contact details, National Insurance number and medical information etc.

The documents held in your personal file include –

- A completed application form
- Your qualification certificates
- Evidence of your name and address – for example, a copy of your driving licence
- References from previous employers / personal references
- Evidence of your right to work in the UK.

When we have agreed to offer you a position in the company we also hold the following information about you –

- Contract of employment – agreement for self-employed staff
- Emergency contact details in case you fall ill at work
- Medical information relating to your ongoing suitability to do your job
- Information relating to supervisions and ongoing suitability records
- Warnings and other information relating to ongoing performance
- Payment records required by HMRC.

Other information I process about you

- If you are doing a qualification such as an NVQ or other scheme of work we will hold details about your learning and your tutor might need to look at information relating to them including examination results.
- Information which is needed to complete payroll including a staff member's tax and National Insurance details.

Using email

If we send an email to all staff members we will always make sure we use BCC so email addresses are not shared as this would break confidentiality.

Why we need the information

We need to collect personal data about you in order to ensure we comply with the statutory requirements and other agencies as detailed above.

What we do with the information

All the personal data is held on password protected computers and laptops. It is not taken outside the UK and no 3rd parties have access to your personal data unless the law allows them to do so.

Information about you might be requested by Ofsted, the Data and Barring Service (DBS), our insurance company, HMRC, the Local Authority, the Local Safeguarding Children Board etc.

How long we keep information about you

Retention periods for staff records –

- Personnel files including application, interview information, supervisions, medical suitability and DBS and ongoing suitability details – 6 years after employment ceases (recommended).
- Application and interview information for unsuccessful candidates – 6 months (recommended).
- Payment, tax and national insurance documents – 6 years (requirement – HMRC).
- Accident records and reports to RIDDOR – 3 years (requirement – RIDDOR).
- Accident / medical records relating to the Control of Substances Hazardous to Health Regulations (COSHH) – 40 years (requirement – COSHH).

In case of an unsuccessful interview, information will be retained for 6 months from date of interview.

How we destroy information about you

Information we hold about you might be stored electronically or on paper. When they are no longer required, electronic records will be deleted and paper records will be shredded.

What are your rights?

If at any point you believe the information we process about you is incorrect, you can request to see this information and have it corrected. There is a 'right to be forgotten' rule within GDPR but this will only be allowed if there is no purpose for

continuing to hold the information. The reasons why we must continue to hold information about you are detailed above.

Making a complaint

If you wish to make a complaint about how we handle your personal data or if you believe a Data Breach has occurred, you can contact the person with responsibility for writing this Privacy Notice to investigate.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Telephone ICO – 0303 123 1113.

If you have any questions about this Privacy Notice, please ask.