

# Privacy Notice

## For

# Employees

Version 1: June 2018  
Date approved: June 2018  
Approved by: Standards, Staffing and Curriculum  
Next review: June 2019

## Privacy Notice – Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

<b>What service is being provided?</b>	Employment Records for school staff			
<b>What personal data do we need?</b>	-Name	-Address	-Date of Birth	-Next of Kin
	-NI Number	-Bank Details	-Recruitment papers	-Pre-employment check information
	-Pensions data	-Payroll data	-Employment contracts	-Health information
	-Performance Management records	-Absence records	-Employment records	-Risk Assessments
	-Car Details	-DFE Number (Teachers Only)		
<b>Who will be using your Personal Data?</b>	Data Controller		Woodlands School	
	Data Protection Officer		Lauri Almond (Essex County Council)	
	Data Processors Who are they?		Yes MIS provider, e.g. SIMs, RM and any other system suppliers which hold the above data Payroll, HR, Legal Services contracted by the school.	
<b>What will it be used for?</b>	Purpose		Employment	
	Legal Conditions		-Under contract -Employment, Social Security, Social Protection	
<b>Who else might we share your data with?</b>	Central & Local Government, Health Providers, Other Education Providers (e.g. HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll.			
<b>Will your data be stored in or accessible from countries with no UK equivalent privacy law?</b>	No			

<b>How long will your data be kept?</b>	When will it stop being used		Termination of employment + 6 years <sup>1</sup>	
	How long after this will it be deleted		Termination of employment + 6 years <sup>1</sup> <sup>1</sup> Subject to exceptions – please refer to the school’s Retention Schedule	
<b>Our use of the data will be subject to your legal rights</b>	Inform ✓	Access ✓	Rectify ✓	Erase
	Restrict	Portable	Object	Automate
<b>Direct Data</b>	Why we are allowed to use and ask for it		Employment law	
	What could happen if you refuse your data		Unable to employ/continue to employ	
<b>Indirect Data</b>	Who is giving us data?		Previous employer, DBS service, Occupational Health, NCTL, Education and Training Foundation.	
	Is it a source open to anyone?		No	
	Categories of data being given		Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks	
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b> <a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>				
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>				
<b>Postal Address</b>	Essex County Council. County Hall. Chelmsford. CM1 1QH			
<b>Email</b>	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>			
<b>Phone Number</b>	03330322970			

**If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:**

<b>Postal Address</b>	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<b>Online Form</b>	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
<b>Phone Number</b>	0303 123 1113

**Contacts**

If you have any queries or concerns regarding these policies/procedures then please contact Mr S Cox, Headteacher.



Signed: \_\_\_\_\_  
Head Teacher

Dated: 11<sup>th</sup> June 2018



Signed: \_\_\_\_\_  
Chair of Governors

Dated: 11<sup>th</sup> June 2018

**Updated June 2018**

