

# Privacy Notice – General Data Protection Regulations (2018)



## Buckles and Bow's Privacy Notice for Staff and Volunteers

Buckles and Bows Pre-school, Ongar Hill, Addlestone, Surrey, KT15 1BP

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### Introduction

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you as our employees, including what we use it for, who we share it with, and for how long we keep it. This privacy notice aims to provide you with this information. If it, or any information linked to it is unclear, please contact the administrator.

### What personal data do we collect?

- Personal information (such as name, address, national insurance number).
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth)
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or child care vouchers
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your entitlement to work in the UK;
- information about your criminal record;

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- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services);
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief, where this has been provided.
- Photographs (for internal safeguarding & security purposes, media and promotional purposes).

We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks, and from the Disclosure and Barring Service, in order to comply with our legal obligations and statutory guidance. We will not be able to employ you if we do not have sufficient and appropriate information about you.

## **Why we collect this information and the legal basis for handling your data**

The purpose of collecting and processing this data is to help us recruit staff and run the Pre-school efficiently, including to:

- Enable you to be paid and other benefits be provided
- Facilitate our safer recruitment of staff, as part of our safeguarding obligations towards children
- Fulfil our legal obligations in recruiting staff
- Support effective performance management and appraisal
- Support effective management of the Pre-school workforce, along with the implementation of its policies and procedures

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- Allow better financial modelling, administration and planning
- Provide references where requested
- Equalities monitoring and reporting
- Respond to any staffing issues
- To assess the quality of our services
- To comply with the law regarding data sharing

## **Who we share your data with**

We routinely share staff information with appropriate third parties, including:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information relating to certain staffing matters
- Department for Education - to meet our legal obligations to share certain information with it
- Your family and representatives – such as in the event of an emergency
- Ofsted – such as during the course of a school inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g., HR, payroll, employee benefit schemes
- Financial organisations e.g. Pension Scheme
- Police forces, courts, tribunals
- Employment and recruitment agencies
- Future employers

**We will never share your data with any other organisation to use for their own purposes**

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## How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Keeping it in a locked filing cabinet.

## How long do we retain your data?

Once your employment with us has ended, your records will be retained in accordance with the Pre-school Learning Alliance, Retention period for records which states 6 years after employment ceases.

## Your rights with respect to your data

Under data protection legislation, staff members have the right to request access to information about them that we hold.

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

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If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the administrator. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

## Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate

*I confirm that I have read, understood and agree to the information as stated in the Privacy notice for Staff and Volunteers.*

Print name:

Signed:

Date: