

10.1b Staff Privacy Notice

Policy statement

We are the controller of all the personal data that staff provide. We are registered with the information Commissioners office. We are required to inform staff about what information we store about them, how it is stored and when and how it is deleted when no longer needed.

Procedures

Why information is collected about staff.

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

Information collected about staff includes staff names, addresses, email addresses, phone number, emergency contact details, national insurance number and medical information etc.

The documents held on staff include;

A completed application form

Qualification certificates

Evidence of Name and addresses

References previous employer and personal reference

Evidence of your right to work in the UK.

Contract of employment

Emergency contact details in case you fall ill at work

Medical information relating to ongoing suitability

Information relating to supervisions

Appraisal and staff management documents

Payment records required for HMRC

Information we process about staff

If staff are in the process of completing a qualification we hold details in connection to their learning, such as the course, place of study and tutor.

Information we process in regards to payroll, staff addresses, National insurance number, and date of birth and hours of work. We share this information with our Payroll department at TS Partners Wellington.

Emails

No personal information is shared to staff email address. We BCC email address in group emails.

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

What we do with the information.

All personal data is held in the office in staff personnel files, which are located in a secure locked cabinet. It is not taken off premises and no third party has access to it unless law allows them. Information about staff may be requested by Ofsted, the Data and Barring service (DBS), our insurance company, HMRC, the Local Authority, and the Local Safeguarding Children's Partnership Etc.

How long we keep information about staff

Retention periods for staff records (taken from PLA)

Personnel files including applications, interview, supervisions, medical suitability and DBS and ongoing suitability details – 6 years from employment ceases (recommendation).

Application and interview information for unsuccessful candidates 6 months from interview date (recommendation).

Payment tax and national insurance 6 years HMRC (requirement).

Accidents records and reports RIDDOR 3 years RIDDOR (requirement).

Accident and medical records relating to COSHH 40 years (requirement).

How will information be destroyed?

After the required and recommended period of time it will be destroyed in confidential waste.

The right to withdraw consent law

Is a member of staff is concerned about the information held, they should discuss this with the manager. The right to withdraw consent will be balanced against other legislation such as Limitation Act 1980 and the Early Years Foundation Stage EYFS (2017).

This Privacy notice will be given to all staff to agree at the start of employment and shared with existing staff to sign in agreement.

If a candidate has been interviewed but unsuccessful a copy of the privacy notice will be given to them to read.

Legal framework

General Data Protection regulations (GDPR) 2018

Human Rights Act (1998)

Freedom of Information Act (1998)

Further guidance

This policy was adopted by	<hr/>	<i>(name of provider)</i>
On	<hr/>	<i>(date)</i>
Date to be reviewed	<hr/>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	