



Earith Pre-School 7  
School Road  
Earith, Cambs PE28 3QB  
01487 841478  
[earithpreschool7@aol.co.uk](mailto:earithpreschool7@aol.co.uk)

## Staff Privacy Notice

### Policy statement

This Privacy Notice explains in detail the types of personal data we may collect about you. It also explains how we will store and handle that data and keep it safe.

There is a lot of information here but we want you to be fully informed about your rights and how Earith Pre-School 7 use your data.

### When do we collect your personal data?

When a person begins employment we will gather some information such as date of birth, National Insurance number, bank details and medical information. During employment we may ask you to provide further information or update any data already stored.

### The lawful basis on which we use this information

We collect and use this information on the lawful basis that it is either:

**'Legitimate interest'**- This means that the processing is necessary for a legitimate reason.

**'Contract'**- The processing is necessary for the employment contract we have.

**'Legal obligation'**- The processing is necessary to comply with the law.

**'Vital interests'**- The processing of information to protect someone's life.

**'Consent'**- The individual has given clear consent for you to process their personal data for a specific purpose.

At least one of the above will apply for any personal data we ask you to give.

### What sort of personal data do we collect?

The categories of information that we collect, hold and share include:

- Personal information (such as name, address and date of birth)
- Characteristics (such as ethnicity, language and nationality)
- Attendance information (such as time off for illness, number of absences and absence reasons)
- Relevant medical information (such as conditions that may require treatment during session times)
- Assessment information (such as appraisals and training records)
- Personal banking information (such as account details, PAYE and payments made)

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### How and why do we use your personal data?

We use the data to:

- Support you during your employment
- Monitor and report progress and performance
- Provide appropriate support
- Assess the quality of our services
- Comply with the law regarding data sharing
- Comply with the requirements of the Early Years Foundation Statutory Framework (2017)

### How we protect your personal data

All paper files are kept in a filing unit or cupboard.

Laptops and tablets are password protected and equipped with an anti-viral program where required.



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#### **How long we will keep your personal data**

Any non-mandatory information will be shredded within one month of a staff member leaving the setting. Any information which we are legally required to keep will be stored for the required duration.

#### **Who do we share your personal data with?**

We may routinely share information with:  
Nest (pensions)

#### **Will we share your information with anyone else?**

We will not share information about our staff with anyone without consent, unless the law and our policies allows us to do so.

#### **What are your rights over your personal data?**

Under data protection legislation, staff have the right to request access to information about them which we hold. To make a request for your personal information, please contact us.

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.
- Claim compensation for damages caused by a breach of the Data Protection regulations

#### **Your right to withdraw consent**

Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

#### **Direct marketing**

You have the right to stop the use of your personal data for direct marketing activity through all channels or selected channels. We must always comply with your request.

#### **Checking your identity**

To protect the confidentiality of your information, we may ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

#### **Contacting the regulator**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If you feel that your data has not been handled correctly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.


#### **Any questions?**

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact Jenny Farrow, our Data Protection Officer who will be pleased to help you.



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This Policy was reviewed	<u>02 August 2021</u>	(date)
Date to be reviewed	<u>01 August 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	