

PRIVACY NOTICE – EMPLOYEES/VOLUNTEERS/COMMITTEE MEMBERS

Privacy Notice - How we use employee information

[Note – for the purpose of this notice the term employee includes students, volunteers, committee members and boards of directors]

The Data Protection Officer with responsibility for monitoring this privacy notice is Natalie Raby-Osborn.

Why do we collect and use employee information?

New Millside Pre-school process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998. {Article 9 – 'processing of special categories of personal data' under the GDPR - from May 2018}

We use this data:

- In the course of managing your employment with us
- to assist in the running of the setting
- to enable individuals to be paid
- to inform the development of our recruitment and retention policies
- to allow better financial modelling and planning

New Millside Pre-school collect, hold and share the following employee information.

These include:

- Personal details – including your name, address, email address, telephone number and other contact information that allows us to meet our organisational and statutory obligations as your employer
- Characteristics such as ethnicity, language and nationality.
- Details of family members and next of kin details
- Contractual matters – including attendance, records of absence, suitability screening information, qualifications, right to work documentation, wage records, records of disputes and any resulting disciplinary action.
- Health and well-being – including discussions about every day matters, the health and well-being of the employee, records of accidents and incidents, minutes of supervision meetings, annual appraisals.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may use your personal data in the following ways:

- to ensure that the information we hold about you is kept up-to-date;
- to deal with any Employee/employers related disputes that may arise;
- for assessment and analysis purposes to help improve the operation of, and manage the performance of, our business;
- to prevent, detect and prosecute fraud and other crime;
- for any other purpose for which you give us your consent to use Personal Data;
- to comply with legal obligations e.g. HMRC, pensions, S29 requests.

Storing data

- We ensure that access to employee files is restricted to those authorised to see them such as **your line manager**.
- These confidential records are stored in a locked filing cabinet in the office. On the office computer and backed up onto OneDrive, both are password protected and documents are also stored securely at an offsite lockup.
- We retain personnel records for 3 years from the date of termination of the employment in line with HMRC requirements

Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share your information with anyone without consent unless the law and our policies allow or require us to do so.

We may share your personal data:

- With professional advisors or third party contractors who provide services to us
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a court order.
- Where a person, or a person with whom they live, becomes disqualified from working with children and young people
- To prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.
- Ofsted – during an inspection or following a complaint
- Our Local Authority for the purposes of our Local Offer
- Our Accountant
- For the purposes of training to be booked on your behalf



Requesting access to your personal data

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

To make a request for your personal information contact Natalie Raby-Osborn in writing.

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

Please let us know if the Personal Data that we hold about you needs to be updated

Contact/Complaints

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact our Administration & Finance Officer Natalie Raby-Osborn, who is our Data Protection Officer.

