



## St Paulinus Pre-School

St Paulinus Centre,  
Hillcrest Road,  
Marlpit Hill,  
Edenbridge,  
TN8 6JS



### **Privacy Notice (How we use employee information)**

All information that we collect is necessary to meet our contractual requirements as an employer, from Ofsted, Local Authorities and the EYFS.

#### **The categories of employee information that we collect, process, hold and share include:**

- personal information (such as name, bank details, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group – this is collected anonymously for Equal Opportunities purposes
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications and DBS numbers
- relevant medical information on your health declaration and return to work self-certification forms

#### **Why we collect and use this information**

We use employee data to:

- ensure that staff have the legal right to work in the UK
- ensure that all staff have the relevant qualifications required for their role
- support individuals with any health needs or other requirements
- enable individuals to be paid
- enable us to fulfil our duty of care to our employees.

#### **The lawful basis on which we process this information**

We process this information under the following legal basis:

**Contract:** In that the information we process is necessary for us to fulfil our contractual obligations to you.

**Legitimate Interest:** Through the course of employment it may be necessary for us to process data that is related to individual employees. All processing that takes place is what would be reasonably expected as part of an employee / employer relationship and is undertaken with full consideration to individual's rights and privacy.

#### **Collecting this information**

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 data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

#### **Storing this information**

We hold employee data for 6 years after staff have ended their employment with the company.

## **Who we share this information with**

We share relevant information with: our local authority (by means of staff census), DfE, Ofsted

## **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

### **Local authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We would also need to give staff details to our LADO or Ofsted if allegations were raised against them.

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to funding and the assessment educational attainment.

### **Ofsted**

During inspections Ofsted will ask to see evidence of staff qualifications and DBS numbers.

## **Data collection requirements**

The DfE collects and processes personal data relating to those employed in Early Years Settings. All settings are required to make a census submission because it is a statutory return under the Education Act 2005. To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/guidance/early-years-census>.

The department may share information about Early Years employees with third parties who promote the education or well-being of children or the effective deployment of Early Years staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

To contact the department: <https://www.gov.uk/contact-dfe>

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Pre-School Manager.

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.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the Pre-School Manager.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact: Pre-School Manager.

Policy Reviewed: July 2020