



# St Thomas of Canterbury Church of England Infant School

## Privacy Notice for Employees

What is the service being provided?	<b>Employment Records for schools staff</b> <i>(Please be advised that not all this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.)</i>			
What personal data do we need from you?	Name	Maiden Name	Date of Birth	Address
	Home Telephone Number	Mobile Telephone Number	Emergency Contacts	Email Address
	Religion	Ethnicity	Gender	Absence Records
	NI Number	Bank Details	Health Information	Vetting information
	Pensions Data	Payroll Data	Professional Qualifications	Car Details
	DBS Number	Passport Number	Medical/Sick Notes	Disability Declaration
	Recruitment papers	Employment contracts	Employment records	Risk assessments
	Absence records	Performance Management records		
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		St Thomas of Canterbury Church of England Infant School.	
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Lauri Almond (Essex County Council).	
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
	Who are they?		<ul style="list-style-type: none"> <li>• RM Integris G2</li> <li>• Parent Hub</li> </ul>	
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :		Employment	
	The <a href="#">Legal Condition(s)</a> :		<ul style="list-style-type: none"> <li>• Under Contract</li> <li>• Employment, Social Security, Social Protection</li> </ul>	
Who else might we share your data with?			Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.	
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?			NO	
How long will your data be kept?	When will it stop being used?		Termination of employment + 6 years with regard to references	

	How long after this will it be deleted?	Termination of employment + 6 years						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a> <input checked="" type="checkbox"/>	<a href="#">Access</a> <input checked="" type="checkbox"/>	<a href="#">Rectify</a> <input checked="" type="checkbox"/>	<a href="#">Erase</a> <input type="checkbox"/>				
	<a href="#">Restrict</a> <input type="checkbox"/>	<a href="#">Portable</a> <input type="checkbox"/>	<a href="#">Object</a> <input type="checkbox"/>	<a href="#">Automate</a> <input type="checkbox"/>				
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Employment law					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to employ					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer, DBS service, Occupational Health.					
	This is a source of personal data open to anyone		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	These are the categories of personal data being given to us		Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability checks, Pensions and payroll data					
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>								
Postal Address	Essex County Council, County Hall, Chelmsford. CM1 1QH							
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>							
Phone Number	03330 322 970							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>							
Phone Number	0303 123 1113							