

# Privacy Notice - Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Employment Records for school staff							
What personal data do we need from you?	Name		Address		Date of Birth		Next of Kin	
	NI Number		Bank Details		Recruitment papers		Pre-employment check information	
	Pensions data		Payroll data		Employment contracts		Health information (Fit Declaration, sick certificates etc.)	
	Performance Management records		Absence records		Employment records		Risk Assessments	
	Evidence of right to work in the UK.		I am happy for the school to keep a physical copy of my personal data e.g. passport/driving licence as proof of identification.  Signed.....					
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?				John Bunyan Primary School & Nursery			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?				David Huxter			
	Are there any <a href="#">Data Processors</a> ?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?				SIMs, Invenry, ParentMail, Essex County Council - Payroll, HR, Legal Services contracted by the school.			
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose</a> (s):				Employment			
	The <a href="#">Legal Condition</a> (s):				<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 (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll.			
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 <sup>1</sup>			
	How long after this will it be deleted?				Termination of employment + 6 years <sup>1</sup> <sup>1</sup> Subject to exceptions – please refer to the school's Retention Schedule			
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	This is the reason why we are allowed to ask for it and use it:				Employment law			

data directly:	This is what could happen if you refused to let us use your data for this purpose:	Unable to employ/continue 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, NCTL.			
	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/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks			
<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	David Huxter				
Email	david@dhuxter.co.uk				
Phone Number					
<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				

**Signed by employee.....**

**Date.....**