

# Greenmount Village Preschool's Staff & Committee Members Privacy Notice

Greenmount Village Preschool

The Old School

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## Introduction

We are committed to ensuring that any personal data we hold about individuals we employ (paid or voluntary) or otherwise engage with to work at our Preschool, is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, how we protect it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to "we", "us" or "our", we mean Greenmount Village Preschool. We are the 'data controller' for the purposes of data protection law and we are registered with the Information Commissioner's Office.

Our Data Protection Lead is Vicky Stalker, Business Manager at our Preschool.

## What personal data do we collect?

We are required to collect personal data relating to those we employ, or otherwise engage, to work at our Preschool.

Personal details that we collect about you include, but is not restricted to:

- your name, date of birth, address, phone numbers, email, marital status, next of kin, emergency contact details
- contract of employment information including salary, start dates, hours worked, roles, holiday days, pension and benefits information
- bank account details, payroll records required by HMRC, payroll number, National Insurance Number, tax status information and pensions details
- recruitment information, references and other information included in a CV, covering letter or application form as part of the application process
- Disclosure and Barring information, DBS certificate number
- evidence of your right to work in the UK (if applicable)
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- performance information
- outcomes of any disciplinary and/or grievance procedures
- absence data such as number of absences and reasons

- photographs for parents and children to identify staff members

We may also collect personal data about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- age, gender, ethnicity and religion
- health including any medical conditions and sickness records

We get all this information from your application form, emergency contact details form and contract of employment.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you to comply with statutory and agency requirements (such as the Early Years Foundation Stage, Ofsted, the Disclosure and Barring Service and HMRC) that are needed to help us run Preschool.

This includes using your data to:

- enable you to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards children
- ensure the continuation and management of the Committee
- support effective performance management
- inform our recruitment and retention policies
- allow financial modelling and planning
- enable ethnicity and disability monitoring
- to keep you updated with information about Preschool

We only collect and use personal information when the law allows us to. Most commonly we use it where we need to:

- fulfil a contract we have entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Less commonly we may also use personal information about you when:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- we have legitimate interests in processing the data, for example where:
  - you have applied for another position and references are required as part of safe recruitment
  - your marital status has changed and we are obliged to inform government office

While the majority of information we collect from you is mandatory, there is some information you can choose whether or not to provide to us. We will make clear when we seek to collect information about you whether you must provide the information (and if so what are the consequences of not complying) or whether you have a choice.

With your consent, we may use photographs and videos of you at Preschool. You will have the opportunity to withdraw your consent at any time for images taken, by confirming so in writing.

## **Who we share your data with**

We will not share your data with anyone without consent unless the law and our policies allow us to do so. In order for us to run Preschool we will share your data as legally required with the following categories of recipients:

- Ofsted
- Disclosure and Barring Service
- the Local Authority
- the Early Years Team & Safeguarding Body
- your family or representatives in the event of an emergency
- other members of staff, for example having access to your email address or telephone number to share information about Preschool
- payroll software provider
- pension scheme provider
- our insurance underwriter (if necessary)
- HMRC
- central and local government (to complete legal obligations, such as a workforce census)
- employment and recruitment agencies (to supply a reference)
- the Committee, to carry out our service as a Preschool and remain accountable to them for finance and personnel issues

We will also share your data if:

- we are legally required to do so, for example, by law, by a court, tribunals or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us
- to protect a child and other children; for example by sharing information for safeguarding issues
- it is necessary to protect [our/or others] rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

## **How do we protect your data?**

We create and maintain employment files for each staff member and records for each Committee member. The information in this file is kept secure and is only used for purposes directly relevant to your employment. You are able to have access to your file at any time to ensure that all information about you is up to date.

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- storing personal data on encrypted pen drives and access restricted laptops
- storing personal data in paper files, which is in a locked cupboard at The Old School when preschool is not in session
- we may also store some data in paper files at the Preschool Leader and Business Manger's home address, to enable work to be completed at home or outside of preschool hours

Once your employment with us has ended we will retain your file and delete the information in it in accordance with our retention policy.

### **How long do we retain your data?**

Retention periods for staff records are as follows:

- Personnel files including application, interview information, supervisions, medical suitability, DBS and ongoing suitability details for 6 years after employment ceases.
- Application and interview information for unsuccessful candidates for 6 months from date of interview.
- Payment, tax and national insurance documents for 6 years (HMRC requirement).
- Accident records and reports to RIDDOR for 3 years.
- Accident and medical records relating to the Control of Substances Hazardous to Health Regulations (COSHH) for 40 years.

### **Automated decision-making**

We do not make any decisions about you based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing or is causing damage or distress
- request that we transfer your personal data to another person or organisation

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us in person, by phone or email (details at the beginning of this notice). If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.