



## Employee Privacy Notice

### Document Control

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Approved by the committee: Not approved – working document  
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### Introduction

In accordance with the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR) we are committed to protecting your personal data.

### Why we keep your personal data and who we share it with

- We keep your personal data for administrative purposes only. We outsource our payroll to Saint & Co Chartered Accountants' Payroll Bureau who also hold your personal data for payroll purposes only. Saint & Co are GDPR compliant. The legal basis on which we process data is for legitimate interests.
- We share personal data with others when we are legally permitted or legally required to do so.
- We may share your data with professional advisors or 3<sup>rd</sup> party contractors.

### The data we hold and why we hold it

- Name, address, e-mail address, telephone number and other contact information that allows us to meet our organisational and statutory obligations as your employer.
- Date of birth and National insurance number. This information is required for payroll purposes and we share this information with Saint & Co.
- Bank account details. We hold this information for payroll purposes and reimbursement of expenses. We do not share this with Saint & Co. This is only shared with Rowhedge Under 5s Pre-School authorised bank signatories.
- Start of employment date, copy of your contract, records of absence, references, qualifications, application form, right to work documentation, DBS certificate details, payroll records, and any dispute/disciplinary records.
- Minutes of supervision meetings and records of any accidents/incidents.

### How we hold your data and how long for

- Your employee data is stored in a lockable cabinet within a lockable cupboard/office.



- We ensure that the only authorised people to access your information is the Setting Administrator, Setting Manager, Committee Chair and Committee Treasurer.
- Personal data processed is kept by us for as long as is considered necessary for the purpose for which it was collected (including as required by law or regulation). In the absence of specific legal, regulatory or contractual requirements, our retention policy period for personal data created during your employment is 7 years from the time of termination of employment.

### **Access to your data**

You have a right to access your personal data held by us and you can exercise that right by contacting the Setting Administrator. We will respond to your request within one calendar month.

### **Update of personal data**

If you wish to update personal data submitted to us, please contact the Setting Administrator. We will make the necessary changes to your data based on your updated information.

### **Withdrawal of consent**

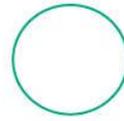
Where we hold data based on consent, you have a right to withdraw consent at any time. To withdraw consent to our processing of your personal data please contact the Setting Manager.

### **Other rights**

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, you may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability. For further information on these rights please contact us below.

### **Complaints**

If you do want to complain about our use of your personal data, please contact the Setting Manager with the details of your complaint. You also have the right to register a complaint with the Information Commissioner's Office (ICO). For further information on your rights and how to complain to the ICO, please refer to their website.



## **Employee Privacy Notice – Acknowledgment of Receipt**

I acknowledge receipt of Rowhedge Under 5s Pre-School's Employee Privacy Notice (Version v1.0).

Name:.....

Signed:.....

Date:.....