

Hazelmere Junior School

Privacy Notice for Processing Employee Data

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 schools staff			
What personal data do we need from you?	Full name (including previous names and 'known as' names) Address, Telephone number(s) and email address Date of Birth / Gender / Marital Status / Ethnicity / Language(s) National Insurance Number / Bank Details / Health Information Disabilities / Vetting Information / Proof of Identity / DBS Qualifications / Teacher Registration / Employment History Register of Business Interests / References / Pensions Information Overseas Good Conduct Certificate / Next of Kin names and contact details / Car Registration and Driver Information			
Who will be using your Personal Data?	Who is the Data Controller ?	Hazelmere Junior School		
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Who are they?	Capita SIMS Civica Payroll Teachers Pensions Local Government Pension Scheme Inland Revenue Local Authority DfE Reference Requests			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Employment		
	The Legal Condition(s) :	<ul style="list-style-type: none"> • Under Contract • Employment, Social Security, Social Protection 		
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations, Disclosure & Barring Services			

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Will your data be stored in or accessible from countries with no UK-equivalent 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):	Inform <input checked="" type="checkbox"/>	Access <input checked="" type="checkbox"/>	Rectify <input checked="" type="checkbox"/>	Erase <input type="checkbox"/>			
	Restrict <input type="checkbox"/>	Portable <input type="checkbox"/>	Object <input type="checkbox"/>	Automate <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					
Visit the following links for more information about Privacy Law, our obligations and your Rights:							
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016							
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:							
Postal Address	Hazelmere Junior School, Hawthorn Avenue, Colchester, CO4 3JP						
Email	admin@hazelmere-jun.essex.sch.uk						
Phone Number	01206 862691						
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:							
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF						
Online Form	https://ico.org.uk/concerns/handling/						
Phone Number	0303 123 1113						

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