



# Warley Primary School

## Privacy Notice for processing Employee Data

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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?   | Name   | Address  | Date of Birth                       | Ethnicity           |                          |
|   | NI Number  | Bank Details   | Health Information                  | Vetting information |                          |
|   | Pensions data  | Payroll data   |                                     |                     |                          |
|   |  |  |                                     |                     |                          |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?   | Warley Primary School  |                                     |                     |                          |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?   | Lauri Almond   |                                     |                     |                          |
|   | Are there any <a href="#">Data Processors</a> ?  | Yes  | <input checked="" type="checkbox"/> | No                  | <input type="checkbox"/> |
|   | Who are they?  | Integris   |                                     |                     |                          |
| 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   |                                     |                     |                          |
|   | <a href="#">The 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  |                                     |                     |                          |

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|  |  |  |  |   |    |                                     |  |  |
|--|--|--|--|---|----|-------------------------------------|--|--|
|  | 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 |   |    |                                     |  |  |

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 Information Governance Support. Essex County Council. County Hall, Room B2. Market Road. Chelmsford. Essex. CM1 1LX

Email [DPO@essex.gov.uk](mailto:DPO@essex.gov.uk)

Phone Number 03330 322970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

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|                |  |
|----------------|--|
| 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  |

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