

# 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<br>Car Registration Numbers                 |                          |                          |
|   |   |                                     |                          |  |                                     |  |                          |                          |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?  |                                     |                          | Roding Valley High School  |                                     |  |                          |                          |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?  |                                     |                          | Lauri Almond (Essex County Council).   |                                     |  |                          |                          |
|   | Are there any <a href="#">Data Processors</a> ?   |                                     |                          | Yes  | <input checked="" type="checkbox"/> | No   | <input type="checkbox"/> |                          |
|   | Who are they?   |                                     |                          | SIMS, SAGE, LEGAL, HUMAN RESOURCES   |                                     |  |                          |                          |
| 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   |                                     |  |                          |                          |
|   | The <a href="#">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 (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>   |                                     |  |                          |                          |
| 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/continue to employ  |                                     |  |                          |                          |

<sup>1</sup> Subject to exceptions – please refer to the school's Retention Schedule

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

**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 Essex County Council. County Hall. Chelmsford. CM1 1QH

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

Phone Number 03330322970

**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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