

Privacy Notice for Staff and Volunteers

(The term employee includes students, volunteers, committee members and boards of directors)

The Data Protection Officer with responsibility for monitoring this privacy notice is:

Rachael Dunphy

Why do I collect and use employee information?

I process personal data relating to those I employ to work as or are otherwise engaged to work as part of the workforce in accordance with Article 6 - 'the rights of data subjects' under the Data Protection Act 1998. {Article 9 - 'processing of special categories of personal data' under the GDPR - from May 2018}

I use this data while I am managing your employment with me. It is essential in assisting me in the running of the setting, and to inform the development of my recruitment and retention policies. I also collect data as it allows me to plan my financial model and allows employees to be paid accordingly.

I collect, hold and share the following employee information. I will collect and process personal data for, and to the extent necessary, for the specific purpose(s). I am collecting data for staff employment, and it is essential to do so by law, so that I can fulfill my duties as an employer.

The type of details that I hold on my staff members are as follows:

- Personal details - this includes your name, your address, your email address, telephone and mobile phone number as well as other contact information that will allow me to meet my organisational and statutory obligations as your employer.
- I am required by the government to obtain details of your National Insurance Number.
- I am also obliged, for lawful reasons, to obtain a criminal check by way of DBS. This is essential because I have a duty to protect the children in my care and to ensure that you are cleared to work with children and young people.
- I also have a duty to ensure that I can act swiftly, and to contact the relevant and appropriate people in the event of an accident, problem or in the event of death. Therefore, I collect information relating to your next of kin.
- I retain information pertaining to attendance, sickness and holidays. I collect this information because it allows me to provide you with a detailed understanding of your time here with me. The data provides me with specific information, which means you and I are receiving the correct and rightful entitlements. It is also important that I obtain and retain information pertaining to your qualifications, so that I am aware that you are suitably qualified to conduct your role here at Windy Nook Childminding. I will also make a note of your DBS reference number, while taking information relating to other relevant work-related incidents such as accidents, disputes or complaints.
- I ensure that all staff members are comfortable with the information collected, ensuring that they know why and how this is collected.
- I provide our staff with regular meetings where staff and employer are given the opportunity to discuss any issues that may have arisen in a set period. This allows both parties to discuss any issues relating to the work of the employee or the personal life of the employee. This is part of

our appraisal process. I gather the information and keep the information on file. I do this so that I can help and support employees in the best way that I can.

Information Gathering

The majority of data supplied by the employee is obtained through lawful consent and is mandatory. However, there may be some data that you do not have to provide by law that you disclose to me.

I will always ensure that you are aware of the types of data that you are legally obliged to provide, but will also tell you what data isn't necessary. In the event that you supply data that is not mandatory but you feel the need to share this with me, I will ensure that your data is protected and not discussed with anyone else unless you disclose something, which is illegal or harmful to a child.

I will, from time to time, ask you to update any data that I currently hold. This is because I will need to know that the information I hold about you is accurate, up-to-date and relevant.

I may gather and collect further information that helps me, the employer, to deal with any issues that may arise from complaints or disputes within the setting. The information that you supply will also help me to assess and analyse your employment performance, and how I may assist you further in your work.

Other reasons I may collect data:

- To comply with HMRC and my own legal obligations with respect to pensions and PAYE;
- To prevent fraudulent claims being made;
- For any other purpose for which you give us your consent to use personal data;
- To comply with legal obligations, e.g. HMRC, pensions, and S29 requests.

How do I, the employer, store data?

- I ensure that only those that have a 'need to know' basis can access staff data. I am the data protection officer and ensure that the process is being carried out accurately.
- Employee files are marked confidential and are stored in a lockable bag, inside a cabinet.
- In line with HMRC requirements, I retain employment records for a period of three years from the date of termination.

Sharing of Personal Data

All information that is provided to me by staff, apprentices and volunteers will be regarded as confidential, and will not be shared unless on a 'need to know' basis. This applies to both mandatory and voluntary information. It is not my policy to share information without the consent of the data subject unless the data subject is at risk or is putting others at risk or partaking in illegal activity.

The right to request access to your personal

Under GDPR and UK Data Protection law, you (the data subject) have strong data protection rights, and this means that you have the right to request access to your data. It also means that you have the right to have your data modified immediately if it is inaccurate. You can also ask for your data to be erased, though please note this may not be possible if there is a lawful reason for not doing so.

If you would like to make a formal request to access your data, please contact Rachael Dunphy.

If you are unhappy with the data collected or something if is inaccurate, please let me know as soon as possible, so this can be rectified. Please let me know if the personal data that I hold about you needs to be updated.

If you would like to discuss anything in this privacy notice, please contact Rachael Dunphy.

If you have a concern about the way I am collecting or using your personal data, you should raise your concern with me in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED
