

## **Kiddy Academy Privacy Policy For Employees**

### **Privacy Notice - How we use employee information**

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

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

Paula Graves
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### **Why do we collect and use employee information?**

We process personal data relating to those we employ to work as or are otherwise engaged to work as, part of our 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}

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

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

The type of details that we hold on our 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 us to meet our organisational and statutory obligations as your employer.
- We are required by the government to obtain details of your National Insurance Number.
- We are also obliged for lawful reasons to obtain a criminal check by way of DBS. This is essential because we have a duty to protect the children in our care and to ensure that you are cleared to work with children and young people.
- As part of our commitment to ensuring equality in the workplace, we will collect information pertaining to your ethnicity, language, and nationality.
- We also have a duty to ensure that we 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 we collect information relating to your emergency contact.
- We retain information pertaining to attendance, sickness and holidays. We collect this information because it allows us to provide you with a detailed understanding of your time here with us. The data provides us with specific information which means you and

we are receiving the correct and rightful entitlements. It is also important that we obtain and retain information pertaining to your qualifications so that we are aware that you are suitably qualified to conduct your role here at Kiddy Academy. We will also make a note of your DBS reference number, as well as taking information relating to other relevant work-related incidents such as accidents, disputes or complaints.

- We ensure that all staff members are comfortable with the information collected, ensuring that they know why and how this is collected.
- We 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 supervision and appraisal process. We gather the information and keep the information on file. We do this, so we can help and support our employees in the best way that we 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 us.

We will always ensure that you are aware of the types of data that you are legally obliged to provide but we 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 us, we 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.

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

We may gather and collect further information that helps us, 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 us to assess and analysis your employment performance and how we may assist you further in your work.

Other reason we may collect data:

- To comply with HMRC and our 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, S29 requests.

## **How do we the employer store data?**

- We ensure that only those that have a need to know basis can access staff data. We

have a Data Protection Officer who oversees the process.

- Employee files are marked confidential and are stored securely in the office
- In line with HMRC requirements, we retain employment records for a period of three years from the date of termination.

## Sharing of Personal Data

All information that is provided to us 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 our 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 can be done in most cases unless there is a lawful reason for not doing so.

If you would like to make a formal request to access your data please contact your manager

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If you are unhappy with the data collected or something is inaccurate, please let us know as soon as possible, so this can be release let us know if the Personal Data that we hold about you needs to be updated

If you would like to discuss anything in this privacy notice, please contact your manager

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



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19
