



Staff Privacy Notice

To provide a professional care service and to comply with Ofsted, the Disclosure & Barring Service and HMRC, it is necessary for me to collect and record personal data about you. In addition to fulfilling my obligations as an employer and as a registered childcare provider, the information I collect will also enable me to assess your suitability for working in my setting and will allow me to support you with your ongoing professional development.

I am registered with the Information Commissioners Office as a data controller and acknowledge and agree that any personal data that I handle will be processed in accordance with all applicable data protection laws in force. Currently, the Data Protection Act 1998 applies which will be replaced from 25th May 2018 with the General Data Protection Regulation (GDPR).

This privacy notice informs you about:

- What information is collected about you.
- The methods used to collect and securely store this information.
- What the information is used for.
- Whom information is shared with and why.
- The methods used to share information.
- How to request access to any data held about you.

The type of information that I collect, hold and share includes:

- Personal Information (full name, date of birth, contact information, emergency contact details)
- Sensitive / Character Information (such as health / medical information, nationality / right to work in UK, disclosure checks, references)
- Education, Training and Qualifications (evidence of qualifications and achievements)
- Employment History (details of previous employment, job roles / responsibilities)
- Contract / Payment Information (Contract of Employment detailing agreed terms and conditions of your employment, bank account details, payment records, tax and national insurance details)
- Performance / Appraisal and CPD Information (evidence of ongoing performance, training, continuing professional development)
- Disciplinary / Grievance Information (warnings, disciplinary actions)

I collect this information for the following purposes:

- To meet my statutory obligations as an employer and childcare provider, and to comply with Ofsted, the Disclosure & Barring Service.
- To assess your suitability for working in my setting and protect the wellbeing of all children who attend.

- To monitor your performance, assist you with ongoing professional development and training and regularly assess the quality of my care service.
- As evidence of our agreed terms of employment, and any disciplinary actions that occur.
- As evidence of any payments made to you as my employee for my own accounting purposes and as required by HMRC.

The lawful basis on which I use this information:

I collect and process information about you on the basis of legal obligation, in order to meet my statutory requirements as a childcare provider, to fulfill my contractual obligations to you as my employee and for the legitimate interests of you and everyone associated with my childcare service.

Collecting Information

Information and personal data about you is collected through the recruitment process, directly from you via your job application form and from third parties including former employers and the Disclosure & Barring Service.

When you start your employment, you will be asked to provide further personal data such as your bank account details, in order to make payments to you, and next of kin information should contact need to be made in an emergency.

Other further personal data will be collected about you in the course of your employment for example, to record your hours of work, payment records, and through regular appraisals and performance monitoring.

Whilst the majority of information collected is mandatory in order for me to meet statutory requirements, some of it may be provided on a voluntary basis. In order to comply with the General Data Protection Regulation, I will inform you whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information I request is always for the purposes of delivering a high quality care service, meeting my obligations to you as an employer, or to assist you with your ongoing professional development and training.

Data Collection and Storage Methods

I use the following methods to collect information and ensure it is stored securely:

- Paper forms, printed records and photocopies – Stored in locked room.
- Electronic forms, emails, photographs, videos – Stored on business computer with both password and virus protection.
- Online Childcare System: *Family* – Secured with password and hosted in the UK by a reputable company with their own security measures and data protection procedures as a requirement of the General Data Protection Regulation.

My setting is also secured with an intruder alarm.

Sharing Information

Any information given to me, either verbally or in writing, regarding you or your family will be treated as private and confidential. Your data will never be shared with any 3rd party unless there is a legal obligation to do so, for example information about you may be requested from Ofsted, the Disclosure & Barring Service, HMRC, my insurance company, the local authority or safeguarding board.

Should any other situation arise where information about you is to be shared with others, I will ask you to sign a Data Sharing Agreement to ensure that you understand fully who information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency situation or where

there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police.

Retention Period – How long is data stored for?

Information that had been collected about you will be retained until it is no longer required as evidence for Ofsted / HMRC or for insurance purposes. Typical retention periods for staff records are as follows:

- Personal Files – 6 years from last day of employment
(e.g. application / interview information, medical details, disclosure / dbs checks, ongoing performance / appraisals)
- Contract / Payment Information – 6 years as required by HMRC
(e.g. Contract of Employment, payment records, tax and national insurance details)
- Serious Accidents / Injuries / Diseases and Dangerous Occurrences (RIDDOR reports) – 6 years
- COSHH (Control of Substances Hazardous to Health) Medical / Accident Records – 40 years
- Unsuccessful Applicant Information – 6 months
(e.g. application / interview information from unsuccessful candidates)

Any information that is no longer required will be destroyed. Paper documents will be shredded, and any digital information will be securely deleted.

Displaying and Publishing Information

I like to inform children and families about the staff members who work in my setting in the form of staff profiles. These profiles consist of a photograph and short description about each staff member, including their main role and responsibilities, what training and qualifications they have received and any recent achievements. I display staff profiles on the setting notice board, on my service website and regularly post information about any staff changes or training achievements in newsletters, the setting's private Instagram page or information / welcome booklets which may be viewed by existing, previous and prospective families. I will always ask for your consent before displaying or publishing any information about you and will respect your wishes if you would prefer any images or information specifically identifying you not to be included.

Correcting / Updating and Requesting Access To Data

It is important that the personal data I hold about you is accurate and up to date. Please keep me informed of any changes to your personal information.

Under data protection legislation, you have the right to request access to information that I hold about you. To make a request for personal information, please do not hesitate to ask me in person or contact me via email or telephone to make a request.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way I am collecting or using your personal data, I request that you raise your concern with me in the first instance so that I can work with you to resolve the situation. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes to Privacy Notice

This privacy notice will be reviewed regularly and updated as necessary to reflect any changes to data

collection or processing methods.

If there is anything in this privacy notice you would like to discuss, please do not hesitate to contact me.

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Confirmation

I, _____ (*PRINT NAME*), confirm that I have received a copy of this Privacy Notice and have read and understood it.

SIGNATURE: _____

DATE: _____