



Privacy Notice – Staff

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				
	Religion	Gender	DBS Number	Pensions Data				
	NI Number	Bank Details	Health Information	Pre-Employment information				
	Payroll data	Telephone Contact Details	Email Contact Details	Language				
	Passport Number		Emergency Contacts	Professional Qualifications				
	Medical/Sick notes or Certificates	Employment Records	Employment Contract	Performance Management records				
Who will be using your Personal Data?	Who is the Data Controller ?		St. Helen's Catholic Infant School					
	Who is the Data Protection Officer ?		Lauri Almond (Essex County Council).					
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		RM integris, Carvll (Payroll provider)					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :		Employment					
	The Legal Condition(s) :		<ul style="list-style-type: none"> Under Contract Employment, Social Security, Social Protection 					
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 countries with no UK-equivalent 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					
	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	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

applicable):							
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	Essex County Council. County Hall. Chelmsford. CM1 1QH						
Email	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						