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									
	The data listed below is held in paper form on employee's Personnel Files and electronically on SIMS and/or Epayroll.									
	Name Address		Date of I			Next of Kin				
	NI Number Bank Details			Recruitm		Pre-emp	Pre-employment check			
What personal	Pensions data Payroll data			papers	1	informat	_			
data do we need from you?	Pensions data Payroll		Payroll c	iata	Employment contracts		Declara	Health information (Fit Declaration, sick certificates etc.)		
	Performance Management records		Absence records)	Employment records			Risk Assessments		
Who will be using your	Who is the			Lexden Primary School						
	Who is the Data Controller's				Lauri Almond (Essex County Council). Alex Candler, Headteacher					
	Data Protection Officer?			Alex Ca	naier	, Headteac	ner			
Personal Data?	Are there any <u>Data</u> <u>Processors</u> ?		<u>ala</u>		Yes	\boxtimes	No			
	Who are they?				SIMs, Payroll, HR, Legal Services contracted by the school.					
What will it be	The Purpose(s):				Employment					
used for and what gives us the right to ask for it and use it?	The <u>Legal Condition(s)</u> :				Under ContractEmployment, Social Security, Social Protection					
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.					
•	stored in or accessible from <u>JK-equivalent</u> Privacy Law				NO					
How long will	When will i	t stop	being use	ed?	Termina	tion o	f employme	nt + 6 years1		
your data be kept?	How long after this will it be deleted?				Termination of employment + 6 years ¹ ¹ Subject to exceptions – please refer to the school's Retention Schedule					
Our use of the data will be subject to your	<u>Inform</u>	\boxtimes	Access	\boxtimes	Rectify	\boxtimes	<u>Erase</u>			
legal rights (marked if applicable):	Restrict		<u>Portable</u>		Object		Automate			
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Employn	nent l	aw			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to employ/continue to employ					

As you are not giving your data directly to us:	This is who is giving us your	Previous employer, DBS service,						
	personal data:	Occupational Health, NCTL.						
	This is a source of personal	Yes		No	\boxtimes			
	data open to anyone	163	Ш	INO				
		Basic Demographics, e.g. name, address,						
		Date of Birth, Contacts, references from						
	These are the categories of	previous employers, medical reports,						
	personal data being given to us	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							
	03330 322970							
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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