

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							
What personal data do we need from you?	Name	Address		Date of Birth		Next of Kin		
	NI Number	Bank Details		Recruitment papers		Pre-employment check information		
	Pensions data	Payroll data		Employment contracts		Health information (Fit Declaration, sick certificates etc.)		
	Performance Management records	Absence records		Employment records		Risk Assessments		
	Ethnicity	Religion		Sexual Orientation		Contact details, including email and phone number		
	Gender	Photo						
Who will be using your Personal Data?	Who is the Data Controller ?			The Phoenix Primary School & Nursery (Lee Chapel Multi Academy Trust)				
	Who is the Data Controller's Data Protection Officer ?			Mr David Ruck				
	Are there any Data Processors ?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			SIMs, Teachers 2 Parents, and any other system suppliers which hold the above data Payroll, HR, ICT Provider, Staff Pass System, CCTV, Legal Services contracted by the school.				
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 (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll.				
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 ¹				
	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 legal rights (marked if applicable):	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"/>
This is the reason why we are allowed to ask for it and use it:				Employment law				

As you are giving us your data directly:	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 personal data:	Previous employer, DBS service, Occupational Health, NCTL.			
	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/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	Lee Chapel Primary School & Nursery, The Knares, Basildon, Essex SS16 5RU				
Email	ruckd@leechapel.essex.sch.uk				
Phone Number	01268 474177				
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				