

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 | | |
| | | | | | | | | |
| Who will be using your Personal Data? | Who is the Data Controller ? | | | Burnham on Crouch Primary School | | | | |
| | Who is the Data Controller's Data Protection Officer ? | | | Ann Cutting – School Business Manager | | | | |
| | Are there any Data Processors ? | | | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | |
| | Who are they? | | | SIMs, Payroll, HR, Occupational Health, 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 | | | | |
| 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"/> |
| 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/continue to employ | | | | |
| As you are not | This is who is giving us your | | | Previous employer, DBS service, | | | | |

| | | | | | |
|----------------------------------|---|--|--------------------------|----|-------------------------------------|
| giving your data directly to us: | personal data: | 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 | Burnham on Crouch Primary School Dunkirk Road Burnham on Crouch Essex CM0 8LG |
| Email | admin@burnham-on-crouch.essex.sch.uk |
| Phone Number | 01621 782070 option 2 |

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 |

The school have a total of four CCTV cameras at the main front entrances to the school building. Our Lawful Basis under GDPR is Public Task. Footage is only retained for 30 days. This means the right of erasure will not apply as erasure will happen automatically after 30 days.

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

