



## **GDPR Privacy Notice For The Workforce**

**Dated April 2021**

**Review Date April 2023**

### **Who Processes Your Information?**

Acorn Childcare Centre (the Centre) is the data controller of the personal information you provide to us. This means it will determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The Centre Manager, Lorna Hodgett, can be contacted regarding GDPR queries at [lorna.hodgett@acornchildcarecentre.co.uk](mailto:lorna.hodgett@acornchildcarecentre.co.uk)

Joe Lee from ARK ICT is the Centre's Data Protection Office (DPO). His role is to oversee and monitor the Centre's data processing practices. Joe Lee can be contacted on [joe.lee@ark.me](mailto:joe.lee@ark.me).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the Centre places data protection requirements on third party processors to ensure data is processed in line staff members' privacy rights.

### **Why Do We Need Your Information?**

The Centre has the legal right and a legitimate interest to collect and process personal data relating to those it employs to work at the Centre, or those otherwise contracted to work at the Centre. The Centre processes personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- The Centre's legal framework.
- Safeguarding Vulnerable Groups Act 2006.
- The Childcare (Disqualification) Regulations 2018.

Staff members' personal data is also processed to assist in the running of the Centre, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

- Failure to provide the Centre with ample proof of a right to work in the UK will prevent employment at name of Centre.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

### **For Which Purposes Are Your Personal Data Processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies.
- Enable individuals to be paid.
- Contractual requirements.
- Employment checks ie the right to work in the UK.
- Salary requirements.
- To ensure that staff members transporting pupils have up to date and legal documentation for insurance purposes.
- To ensure that staff members who may be taken ill can be correctly treated by first aid/paramedics and next of kin may be informed.

### **Which Data Is Collected?**

The personal data the Centre will collect from the Centre workforce includes the following:

- Personal information (such as name (and former names where applicable), national insurance number, bank details, medical details)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work attendance and absence information (such as attendance times and dates, and number of absences and reasons)
- Qualifications
- Personal addresses and contact information including for next of kin and emergency contacts
- Car, driving licence and insurance details

The collection of personal information will benefit both the Centre by:

- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.

### **Will Your Personal Data Be Sought From Third Parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

### **How Is Your Information Shared?**

The Centre will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### **How Long Is Your Data Retained For?**

Staff members' personal data is retained in line with advice from the Records Management Society Toolkit for Schools. Personal information may be retained for set periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please contact the Centre Manager for a copy of the Records Management Society Toolkit for Schools.

### **What Are Your Rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the Centre holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how the Centre processes their personal data.

### **How Can You Find Out More Information?**

If you require further information about how we store and use your personal data, please ask the Centre Manager for our GDPR Data Protection Policy or other associated documentation or visit the Government website at [www.gov.uk](http://www.gov.uk) or the Information Commissioner's website at [www.ICO.org/](http://www.ICO.org/)

**Declaration**

I declare that I understand:

- The Centre has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data the Centre requires.
- The Centre will not share my data to any other third parties without my consent, unless the law requires the Centre to do so.
- The nature and personal categories of this data, and from where the personal data originates, where my data is obtained from third parties.
- My data is retained in line with the Records Management Society’s Toolkit for Schools.
- My rights to the processing of my personal data.

Signed: .....

Name: .....

Dated: .....