

Tummy Tickles Day Care

Employer's Privacy Notice for Staff

As an employer I am the 'data controller' for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. The purpose of this Privacy Notice is to tell you about what information I collect about you when you work for Tummy Tickles Day Care, how I use that information and with whom I may share that information. I must provide the Privacy Notice to you when I start to collect information about you.

Name and contact details of the Data Controller Ruth Thomas **Tummy Tickles Day Care** 17 Marbeck Rd,BS10 6DJ

Date of writing the Privacy Notice 4-4-19

Reviewed 16-11-20

1. What information will I collect about you?

- Name of staff member
- Address
- Telephone
- Emergency contact numbers
- Application form
- References
- Employment history
- Qualifications
- Notes on responses to Interview questions
- Identity checks
- Medical suitability and medical requirements
- DBS number
- Permission to work in UK, if required – Nat Insurance number
- Declaration on Disqualification and Disqualification by Association
- Signed Confidentiality Agreement
- Copies of letters which have been sent to the staff member, such as invitation to interview/ letter of job offer
- Contract - terms of employment/contracted hours etc.
- Induction checklist
- Record/notes from supervision sessions
- Annual appraisal forms
- Record of holidays booked
- Payment details
- Bank account details

2. What my lawful basis is for processing your data and for what purpose?

The processing is necessary for the performance of a contract with the data subject GDPR 6(1)(b)

Necessary for the purposes of legitimate interests pursued by the controller GDPR 6(1)(f)

Legal obligation in relation to financial/HMRC records GDPR6(1)(c)

I hold emergency contact details on the basis of 'vital interests' GDPR 6(1)(d)

3. For how long will I hold your information: retention periods?

As an employer I determine how long to retain your information. On leaving Tummy Tickles some records will have to be deleted and others retained.

HMRC financial records will be retained for six years.

4. How do I use/process information about your child, including photographs?

The information you have provided will be stored in paper form and electronically. In paper form it is stored in a staff file which is kept in a locked cupboard in a secure place. The information that is held electronically is either stored on a laptop or mobile phone which are both password protected. I liaise with you by email/text/and verbal communication.

5. Who I may disclose your child's information to and why: the recipients of the personal data.

Data may be shared with Ofsted on request of inspector. HMRC inspector and LADO in the case of safeguarding matters.

6. The right to withdraw consent at any time, where relevant:

You have the right to withdraw your consent where the information I hold is based on your consent, such as in the use of photographs.

7. Your rights as the data subject:

You have the right to request access to your data and where data is found to be inaccurate, to have that data corrected. In certain circumstances you have the right to; have the data held about you or your child erased, have the use of it restricted, object to processing, or have your data transferred to another data controller.

If you change any contact details, such as your mobile phone or your work phone number, please let me know. Likewise, please inform me if an emergency contact should change their contact details.

8. Access to your information:

You can ask to see what information I hold about you and have access to it. There are specific exemptions under which personal information may be withheld, for example if disclosure could cause harm to another individual. You can make a 'subject access request' by contacting me in writing.

9. The right to lodge a complaint with a supervisory authority:

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think I have dealt with your information in an inappropriate manner.