



# **Pre-school Privacy Notice for Staff and Volunteers**

## **Introduction**

This Privacy Notice describes how the pre-school gathers and processes the personal data relating to staff and volunteers at the pre-school.

The processing of personal information by the pre-school is predominantly to meet contractual requirements as an employer and to ensure the effective management of volunteers.

## **What information is processed**

The categories of workforce information gathered and processed include:

- personal information (name, contact details, employee reference, national insurance number, bank details, passport number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (start date, hours worked, job title, responsibilities, and salary information)
- absence from work (number of absences and reasons)
- qualifications
- disclosed medical information, including GP information and return to work self-certification forms
- DBS registrations information
- next of kin name & contact details

## **What is the information used for**

The workforce data is used to:

- ensure staff have the right to work in the UK
- ensure staff have the appropriate qualifications for their role
- enable staff to be paid
- provide support with health needs or medical emergencies
- fulfil the pre-school duty of care to staff and volunteers

## **What is the legal basis for the processing**

The pre-school processes workforce data to meet the contractual obligations with its workforce (such as paying wages and keeping the member of staff safe) and to meet its statutory obligations in respect to its legal obligations. The



legitimate legal basis for processing is therefore 'Contract' and 'Legal Obligation'.

Should a legal basis not already exist, the pre-school will gather consent before processing an individual's data.

### **How long is data held**

Workforce data is held in accordance with the pre-school's Retention Schedule. This is normally seven years from the date of leaving employment with the pre-school, but in some instances (such as Asbestos exposure) this may be longer when a legal basis is present.

### **Who is the information shared with**

Local Authority - We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We would also need to give staff details to our LADO or Ofsted if allegations were raised against them.

Department for Education (DfE) - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to funding and the assessment educational attainment. The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

Ofsted - During inspections Ofsted will ask to see evidence of staff qualifications and DBS

### **How can I access my data**

Data protection legislation gives individuals 8 specific rights, which include the right to access their data. The pre-school has a Subject Access Request process in place that it will use to support staff to access their information. To make a request for your personal information, please contact the pre-school office.

The other rights allow staff (in some instances) to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, restricted or erased



- claim compensation for damages caused by a breach of the Data Protection regulations

If a member of staff has a concern about the collection or processing of their personal data they should contact the pre-school office in the first instance.

### Data Protection Officer

The pre-school's Data Protection Officer is Shereen Milledge supported by Avensure HR Company

[legal@avensure.com](mailto:legal@avensure.com)

0330 100 8704

**Further information regarding the Principles of GDPR and the Rights of Individuals is available in the Pre-school Data Protection Policy**

This Policy was written by	Roger Simmons – Data Protection Officer
This policy was adopted by	Rotherfield Village Pre School Directors
Date	May 2024
Review Date	May 2025 or earlier if required

### Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
January 2023	Name change	Shereen Milledge	Rotherfield Pre-School Staff and Directors
May 2024	Name Change	Laura Deveson	Rotherfield Pre-School Staff and Directors