

## Privacy Notice

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 schools staff							
What personal data do we need from you?	Name	Address		Date of Birth		Ethnicity		
	NI Number	Bank Details		Health Information		Vetting information		
	Pensions data	Payroll data		Gender		DBS information		
	Religion	Next of kin		Right to work information		Driving licence/insurance		
	Qualifications	References		Contact telephone numbers				
Who will be using your Personal Data?	Who is the Data Controller?			Kneesall C of E Primary School				
	Who is the Data Controller's Data Protection Officer?			Mrs Sharon Preston				
	Are there any Data Processors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			Scholarpack, BMS, Notts County Council, Wellworker, DfE, Cool Milk, Evolve, Website hosts, parentpay				
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"> <li>• Under Contract</li> <li>• Employment, Social Security, Social Protection</li> </ul>				
Who else might we share your data with?				Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.				
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 with regard to references				
	How long after this will it be deleted?			Termination of employment + 6 years				
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				
This is who is giving us your personal data:				Previous employer, references, DBS service, Occupational Health.				

© 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.

As you are not giving your data directly to us:	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 checks, Pensions and payroll data			
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>					
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016					
<b>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:</b>					
Postal Address	Kneesall Cof E Primary School, School Lane, Kneesall, NOTTS, NG22 0AB				
Email	office@kneesall.notts.sch.uk				
Phone Number	01623 861069				
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>					
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF				
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>				
Phone Number	0303 123 1113				

## Guidance

1. Who is a Data Controller? This is your Organisation.  
Back
2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service  
Back
3. What is a Data Processor? This is someone who uses the data you are responsible for in order to deliver a service you have contracted them to deliver on your behalf  
Back
4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record  
Back
5. What are the legal conditions?
  - a. **Personal Data** can be lawfully processed for the using the following conditions:
    - i. Consent

## © 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.

- ii. Necessary to perform a contract obligation
  - iii. Blue light emergency services
  - iv. Statutory Duty
  - v. Legitimate Interests
- b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
- i. Explicit Consent
  - ii. Employment, Social Security, Social Protection
  - iii. Blue light emergency services
  - iv. Legitimate Activities of ‘charities/not for profit’ organisations
  - v. Made Public by the person
  - vi. For legal defence/claims
  - vii. Substantial Public Interest
  - viii. Health & Social Care provision and management
  - ix. Pan UK Public Health (Epidemics)
  - x. Archiving for scientific/historical research or statistical purposes

Back

6. Legitimate Interests cannot be used as a processing condition other than in exceptional circumstances

Back

7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK

Back

8. The right to inform requires you to tell people about how their rights are managed including if information is rectified, modified, erased or restricted

Back

9. The right to access means you must be able to provide a copy of a person’s data to them upon written request

Back

© 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.

10. The right to rectify requires you to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

Back

11. The right to erasure requires you to securely destroy the data you hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

Back

12. The right to restrict requires you to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

Back

13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology

Back

14. The right to object requires you to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling

Back

15. The right to refuse automated decision making means if a computer makes a decision about how you will deliver a service to a person; they have the right to request the decision to be made by a human Being.

Back

© 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.