



## **Privacy Notice** (how we use information on staff)

ACE Nursery School and ACE Day Nursery ("ACE" or "we") are required to provide you with this privacy notice in accordance with the Data Protection Act 2018 ("DPA").

We have asked/are asking you for personal data about yourself in order to employ you as a member of staff or for you to volunteer at ACE. This information has been or will be collected by ACE as part of the recruitment process. We have done/will do this by asking you to complete and return various documents which may include an application form, an employee input form and by supplying details of referees.

**The categories of staff information that we collect, hold and share may include:**

- Personal information (such as name, date of birth, address, email address, qualifications)
- Characteristics (such as ethnicity, language, nationality)
- Payroll information (such as bank account details, national insurance number, tax code)
- Employment information (including previous employers, references, and documentation to show you have the right to live and work in the UK)
- Attendance information (such as number of absences and absence reasons)
- Relevant medical information
- Maternity/paternity leave information

- Appraisal/performance/supervision information (including any disciplinarys and grievances)
- Training records (including first aid, safeguarding and other relevant training attended)
- Information about any disability
- Photos and videos
- Results of Disclosure and Barring Service checks (including outcome, date of the check and disclosure number)

### **Why we collect and use this information**

We use the data to:

- support the member of staff in the role
- monitor and report on the employee's progress
- provide appropriate pastoral care
- facilitate the payroll process, enabling individuals to be paid
- enable the development of a comprehensive picture of the staff and how it is deployed
- assess the quality of our services
- inform the development of recruitment and retention
- comply with obligations regarding data sharing
- comply with the requirements of employment law and HM Revenue & Customs
- ensure the setting receives any relevant grants relating to training
- provide references to future employers

### **The lawful basis on which we use this information**

We collect and use staff information as it is necessary for the performance of the employment contracts and to comply with legislation (including employment law, HM Revenue & Customs, Ofsted regulations and safeguarding obligations).

### **Storing staff data**

We hold staff data for 6 years after the employee has left the setting. After that records are shredded or deleted.

### **Who we share personnel information with**

We routinely share staff information with:

- our payroll bureau
- local authority
- the Department for Education (DfE)
- the Cambridgeshire Multi-Agency Safeguarding Hub
- Ofsted
- HM Revenue & Customs

### **The sharing of employee information**

We do not share information about our employees with anyone without consent unless the law and our policies allow us to do so.

### **Requesting access to your personal data**

Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your record, contact Sarah Ransome, Office Manager at ACE Nursery School, or Sarah Piotrowski, ACE Day Nursery Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Please see our data protection policy and data transporting policy for further information on data sharing, safe storage and your rights to access your data.**

**Privacy notice adopted on:** 18 October 2021

**Due for review in:** Autumn Term 2022

**Signed on behalf of ACE Nursery School:** Sarah Ransome