



Barton St David Pre-School

Safeguarding Policy: Data Protection

Privacy Notice for Staff

Barton St David Pre-school

Broadclose Way, Barton St David, Somerton, Somerset, TA11 6BS

[Tel: 07754552235](tel:07754552235)

email:bsdpreschool@gmail.com

Pre- School data protection officer is: Chair of Committee

Introduction: this privacy notices explains what happens to personal data you give us when you are employed at Pre-school. We may also collect data about you from other sources such as references for a job application or DBS documentation. This notice explains why we collect your data, how we use it and how we protect it.

All personal data is protected by the General Data Protection Regulations 2018.

As a member of staff at Barton St David Pre-school you are employed at the Pre-school. We are required to hold certain personal data about you as an employee which relates to your role and suitability to work with children. By collecting personal data we can ensure the application of the Equal Opportunities Act (2010) and the Disabilities Discrimination Act (1995).

The personal information we collect

Your personal details include - name, date of birth, address, contact details, emergency contact details including next of kin, health and medical needs, relevant qualifications, job references and evidence of a current DBS (enhanced) certificate.

This data is collected from you directly when you begin your employment at Pre-school.

Why we collect this information and the legal basis for handling your data

We use personal data about you in order to fulfil the contractual agreement you have entered into.

This includes using your data to:

- *contact you in an emergency
- *to support and safeguard your wellbeing and professional development
- *to carry out regular assessment of your professional development through staff appraisals
- *to gain references from referees
- *to keep you updated with information about Pre-school

- * to inform the Administrator or Treasurer about your salary and updates to your salary
- * to apply for training on your behalf such St John's Ambulance (First Aid) or the local Children's Safeguarding Board (safeguarding training)

Who we may share your data with

*Ofsted – Barton St David Pre-school is registered with Ofsted. Ofsted require a current DBS certificate for everyone who works in a setting where children are present. Your DBS number and the date awarded is recorded on a Single Central Staff Record. The Record enables us to comply with the Keeping Children Safe in Education Regulations 2018. A staff copy is kept in a locked cabinet at Pre-school.

*Somerset Local Education Authority

*HMRC

*DfE – the DfE have legal powers to collect workforce data; this data may form part of the school workforce census. This workforce data may be shared with several third parties who may be engaged in educational research projects, producing national statistics or national guidance. All data is collected under guidelines of strict confidentiality and tight security rules apply.

Such data collection is permitted within the guidelines of the following Acts:

Children Act 1989 - section 83

Education Act 1996 - section 537A

Education Act 2005 – section 114

We will share your data if:

- *required by a Court of Law or the Charities Commission
- *to enforce the terms and conditions of your employment agreement with us
- * to protect you, for example by sharing information with the police or other emergency services
- *it is necessary to protect our rights, property or safety
- *if you wish to seek employment with another setting or if we transfer the management of Pre-school to another educational setting

We never share your personal data with any organisation to use for their own purposes

How we protect your data

We protect unauthorised access to your personal data and prevent it being lost, accidentally destroyed, misused, or disclosed by:

- *storing it in a locked cabinet at Pre-school. The staff retain the keys to the cabinet.
- *storing information on password protected laptops.

The secretary to the Committee does not store any personal staff data electronically: the only document containing personal data is the Staff Single Central Record stored as a paper copy. This is stored offline. Should a member of staff leave Pre-school this paper copy will be destroyed and a new document written.

Should the secretary require any personal data in order to book a member of staff onto a training course then they will be asked for this on an individual basis.

How long do will your personal data be kept?

Information for retention of data can be found on the staff GDPR checklist.

If you leave employment at Barton St David Pre-school your information will be stored, if relevant, - according to General Data Protection Regulations. No data will be kept longer than is necessary; after this time, your data will be deleted from all our electronic records and any paper copies will be cross shredded.

Sometimes we are obliged to keep your data for longer in order to comply with legal or regulatory requirements. You will be informed if this applies to any of your personal data. This may relate to medical or health and safety records for example. There are clear guidelines on the retention of specific records or data.

Your rights with respect to your data

You have the right to:

*request access, amend or correct your personal data. This is called a Subject Access Request. You should receive the information requested within one month of making the request.

*request that we delete or stop processing your personal data, for example when specific data is no longer necessary for the purpose of processing

*request that we transfer your personal data to another person – for example if you change employment

Any request must be made through the Chair of the Committee.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the Chair of the Committee.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at:

Information Commissioner Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire. SK9 5AF

Privacy Notice updated March 2021 CC