



THE COLNE

COMMUNITY SCHOOL & COLLEGE

Privacy Notice – Processing of Employee Data

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 including benefits and expenses information	Teacher number	Proof of identity
	Gender	Photographic records	Contract information (incl. start dates, hours worked, post, roles and salary information)	Work absence information
	Qualifications	Subject s taught	References	Application form
	Contact and emergency contact details	Training records	Performance management information	Disciplinary and grievance records
	Career history	Information needed for equal opportunities monitoring policy		

Version 2.0

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Who will be using your Personal Data?	Who is the Data Controller ?	The Colne Community School and College			
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council)			
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?	Star Computers (ePayslips), Beneden Healthcare, Awarding Bodies, Parentpay Group, Hyperspheric Solutions (Go4Schools), Google GSuite, ALPS, NetMedia Ltd (Parents Evening Booking System) Capita SIMS Online Services, Organisations involved in school trips, Organisations providing personalised educational resources or advice. Occupational health services.			
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"> • Under Contract • Employment, Social Security, Social Protection 			
Who else might we share your data with?		Central & Local Government, Health Providers, Other Education Providers, Educational, statutory & 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			
	How long after this will it be deleted?	Termination of employment + 6 years, unless category of information requires a longer retention period. ¹			

¹ Including, but not limited to, records of a child protection nature which must be retained until normal retirement age, or 10 years (whichever is longer).

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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			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer, DBS service, other statutory bodies, Occupational Health.			
	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			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
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:								
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH							
Email	DPO@essex.gov.uk							
Phone Number	03330322970							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

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