**Privacy Notice - Employees**

**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 Academy staff |
| **What personal data do we need from you?** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Date of Birth | Next of Kin |
| NI Number | Bank Details | Recruitment papers | Pre-employment check information |
| Pensions data | Payroll data | Employment contracts | Health information (Fit Declaration, sick certificates etc.) |
| Performance Management records | Absence records | Employment records  | Risk Assessments |
| Qualifications |  |  |  |

 |
| **Who will be using your Personal Data?** | Who is the [Data Controller](#DC)? | Keys Co-operative Academy Trust |
|  | Who is the Data Controller’s [Data Protection Officer](#DPO)? | Lauri Almond (Essex County Council). |
|  | Are there any [Data Processors](#DProc)?  | Yes |[x]  No |[ ]
|  | Who are they? | Essex CC - Payroll ServicesEssex CC - HR ServicesEssex CC - Legal ServicesCPD Training ProvidersCapita – SIMS (School M.I.S)Orovia BPS - School Finance SystemPS Financials – School Finance System |
| **What will it be used for and what gives us the right to ask for it and use it?** | [The Purpose](#Purps)(s): | Employment |
|  | The [Legal Condition](#LegCond)(s): | * Under Contract
* Employment, Social Security, Social Protection
 |
| **Who else might we share your data with?** | Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), Payroll. |
| **Will your data be stored in or accessible from** [**countries with no UK-equivalent**](#EEA) **Privacy Law protections?** | NO  |
| **How long will your data be kept?** | When will it stop being used? | Termination of employment + 6 years1  |
|  | How long after this will it be deleted? | Termination of employment + 6 years1 |
|  |  | 1 Subject to exceptions – please refer to the school’s Retention Schedule |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Our use of the data will be subject to your legal rights (marked if applicable):** | [Inform](#Inform) |[x]  [Access](#Access) |[x]  [Rectify](#Rect) |[x]  [Erase](#Erase) |[ ]
|  | [Restrict](#Restrict) |[ ]  [Portable](#Portability) |[ ]  [Object](#Object) |[ ]  [Automate](#Auto) |[ ]
| **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/continue 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, Occupational Health, NCTL. |
|  | This is a source of personal data open to anyone  | Yes |[ ]  No |[x]
|  | 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/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks |
| **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**](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/)[**The General Data Protection Regulations 2016**](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) |
| **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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