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.

<table>
<tr><td>What is the service being provided?</td><td colspan="3">Employment Records for schools staff</td></tr>
<tr><td>What personal data do we need from you?</td><td colspan="3"><table>
<tr><td>Name</td><td>Address</td><td>Date of Birth</td><td>Ethnicity</td></tr>
<tr><td>NI Number</td><td>Bank Details</td><td>Health Information</td><td>Vetting information</td></tr>
<tr><td>Pensions data</td><td>Payroll data</td><td>Qualifications</td><td>References</td></tr>
<tr><td>Right to work</td><td>Next of Kin</td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td rowspan="3">Who will be using your Personal Data?</td><td>Who is the Data Controller?</td><td colspan="3">Sherwood Junior School</td></tr>
<tr><td>Who is the Data Controller's Data Protection Officer?</td><td colspan="3">Chloe Jackson</td></tr>
<tr><td>Are there any Data Processors?</td><td>Yes ☒</td><td>No ☐</td></tr>
<tr><td>Who are they?</td><td colspan="3">SIMS
Notts County Council
Teachers2Parents
Squid</td></tr>
<tr><td rowspan="2">What will it be used for and what gives us the right to ask for it and use it?</td><td>The Purpose(s):</td><td colspan="3">Employment</td></tr>
<tr><td>The Legal Condition(s):</td><td colspan="3">• Under Contract
• Employment, Social Security, Social Protection</td></tr>
<tr><td colspan="2">Who else might we share your data with?</td><td colspan="3">Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.</td></tr>
<tr><td colspan="2">Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</td><td colspan="3">NO</td></tr>
<tr><td>How long will your data be kept?</td><td>When will it stop being used?</td><td colspan="3">Termination of employment + 6 years with regard to references</td></tr>
</table>

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	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	☒	Access	☒	Rectify	☒	Erase	☐
	Restrict	☐	Portable	☐	Object	☐	Automate	☐
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, Occupational Health.			
	This is a source of personal data open to anyone				Yes	☐	No	☒
	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	Sherwood Junior School Sherwood Street Warsop Mansfield Notts NG20 0JT							
Email	office@sherwood.notts.sch.uk							
Phone Number	01623 842545							
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/							

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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
      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 then I 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

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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

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