



FIRST STEP PLAYGROUP

The Scout Hut, Parkhall Road, Somersham, Cambridgeshire PE28 3HE
Tel: 01487 843358 (9am to 3pm) email@firststepplaygroup.co.uk



Employee General Data Protection Regulations Privacy Notice

Who processes your information?

Learning Tree Childcare Services Limited is the data controller of the personal information you provide to us. This means the company trading as First Step Playgroup determines the purposes for which, and the manner in which, any personal data relating to staff members is to be processed. Angie Kelly acts as a representative for the business with regards to its data controller responsibilities; they can be contacted on 01487 843358 or email@firststepplaygroup.co.uk

Which data is collected?

- personal information (such as name, address, national insurance number)
- special categories of data including characteristics information (such as gender, age, ethnic group and next of kin)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications, training and DBS details
- medical information
- bank details

Why do we collect and use this information?

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to Article 6 (Lawfulness of Processing) and Article 9 (Processing of Special Categories of Personal Data) of the General Data Protection Regulations 2018.

We use this data to:

- enable the suitability and development of a comprehensive picture of the workforce
- inform the development of training requirements
- enable individuals to be paid and any relevant pension contributions to be processed
- to ensure a contact is available in case of an emergency

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Where will your data be stored?

All personal data kept in paper format is stored securely in locked cupboards a locked filing cabinet. All computer records are password protected and only shared with relevant staff such as management and the payroll administrator.

Will my information be shared?

We routinely share this information with:

- our local authority
- Ofsted
- Barclays Banking Services
- HMRC
- NEST Pension Scheme
- For display or promotional purposes

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

What are your rights?

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Angie Kelly - Manager who is the data protection lead.

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
- you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 - Monday - Friday 9am - 5pm or at

<https://ico.org.uk/concerns/>

Employee GDPR Privacy Notice Declaration

I, _____, declare that I understand:

- Learning Tree Childcare Services Limited has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Learning Tree Childcare Services Limited may share my data with Ofsted, the Local Authority and subsequently organisations.
- Learning Tree Childcare Services Limited will not share my data with any other third parties without my consent, unless the law requires the playgroup to do so.
- Learning Tree Childcare Services Limited will always ask for explicit consent where this is required and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the Local Authority Retention Period Guidelines.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.