



## Ladybird Playgroup Thriplow CIO – Staff Privacy Notice

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

### Staff Privacy Notice

#### Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

#### What personal data do we collect?

We collect personal data about you to allow you to carry out your role at Ladybird Playgroup Thriplow CIO and to ensure we are complying with our legal obligations as a business.

Personal details that we collect about you include:

- your name, address, date of birth, gender, telephone number, emergency contact details
- your marital status and dependants
- work and employer history, qualifications and training
- your membership of any professional bodies
- your bank account details, National Insurance number, and tax code
- information on health and medical conditions
- your right to work in the UK
- your criminal record
- information about you in order to comply with the Disqualification by Association Regulations (only if applicable)
- your work pattern and periods of leave
- concerns, complaints (only if applicable)
- performance related data
- informal and formal action taken, warnings and related correspondence (only if applicable)
- Doctor's details
- illness/absence, injury records.

This information will be collected from you directly via your application form, CV, copies of documents you provide us, during meetings held with you and through other correspondence (if relevant) as well as your contract administration forms upon employment (i.e. banking details). We may also collect information from third parties, references from previous employers and criminal record checks.



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### 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 arrangement you have entered into. This includes using your data to:

- ensure you are eligible and suitable to work at Ladybird Playgroup Thriplow CIO and to contact your nominated referees
- understand your previous experience and employment history
- contact you in case of an emergency
- support your wellbeing and development
- manage any special educational, health or medical needs whilst at our setting
- carry out regular appraisal
- pay you your wages and ensure any tax and pension contributions are complied with
- keep you updated with information about and updates from Ladybird Playgroup Thriplow CIO
- fulfil the terms of our employment relationship with you

We also process your personal data in line with our legitimate interest for the following reasons:

- to maintain accurate records, including emergency contact details
- to implement our employment policies and procedures and keep appropriate records
- to keep a record of absences
- to ensure effective management of employee related issues
- planning, management and forecasting regarding the setting

We also process certain categories of data to comply with legal obligations. This includes:

- information on health and medical conditions
- information relating to criminal records
- certain types of leave for example sickness, maternity, paternity, etc., and to make appropriate payments
- safeguarding related data about the children at Ladybird Playgroup Thriplow CIO should we have concerns about their welfare or the care provided by any of our parents/guardians or staff.

With your consent we may wish to take photographs of you to promote the setting. If this is the case, we will ask for your consent in writing and provide further details. You will also have the right to withdraw your consent at any time.



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### Who we share your data with

In order to fulfil the terms and conditions of our employment relationship and to meet our legal obligations, we will also share your data as required with the following categories of recipients:

- Ofsted – as part of the recruitment process, during an inspection or following a concern or complaint about our service
- the Disclosure and Barring Service (DBS) to establish suitability for employment in the setting
- an umbrella body that is able to process DBS applications on our behalf (currently GBG)
- banking services to pay your salary to process chip and pin, BACS and/or direct debit payments (as applicable)
- the Local Authority, for example where concerns have been raised regarding a staff member's working practice.
- our Insurance underwriter if you have an accident at work
- our setting software management providers
- our Payroll processor in order to pay your salary (currently Red Shoes)
- our Accountants for payroll-related financial matters
- our Pension Company (currently NEST) to comply with automatic enrolment pension obligations
- HMRC for taxation purposes
- parents and service users so that they have an understanding of your qualifications and experience
- any referees

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or to the Charity Commission;
- it is required to enforce or apply the terms and conditions of your contract with us
- it is required to protect a child or children at Ladybird; for example by sharing information with social care services or the police
- it is necessary to protect our rights, property or safety
- it is necessary to do so with our legal advisor in order to apply the terms and conditions of your employment contract or where there is a dispute.
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

We will never share your data with any other organisation to use for their own purposes.

### How do we protect your data?

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



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- ensuring our working practices comply with the relevant data protection policies we have in place
- ensuring that electronic data is only stored on a secure system which is password protected
- ensuring that hard copies of data are stored safely and securely, in a locked cupboard and/or a locked office where relevant
- ensuring that data is disposed of when no longer required in accordance with our data retention policy. This includes shredding hard copies of data and deleting electronic copies

### How long do we retain your data?

We retain data on unsuccessful candidates for one year. We retain employees' personnel records for 6 years. In some instances (allegations of child protection, sick/maternity/paternity pay, wage records etc) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Data Retention section in our Provider Record Policy). For a detailed breakdown of the latest retention periods for data please see the Provider Record Policy.

### Automated decision-making

We do not make any decisions about you based solely on automated decision-making.

### Your rights with respect to your data

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your personal data to another person

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 us. 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's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/).

### Changes to this notice

We keep this notice under regular review. You will be notified of any changes, where appropriate.



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This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	