

## Privacy Notice for Employees

### Privacy Notice - How we use employee information

[Note – for the purpose of this notice the term employee includes students, volunteers, committee members and boards of directors]

### Why do we collect and use employee information?

Fennies Day Nurseries Ltd processes personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our workforce in accordance with Article 6 – ‘the rights of data subjects’ under the Data Protection Act 1998 and Article 9 – ‘processing of special categories of personal data’ under the GDPR - from May 2018.

We use this data:

- In the course of managing your employment with us
- To assist in the running of the setting
- To enable individuals to be paid
- To inform the development of our recruitment and retention policies
- To allow better financial modelling and planning

**Fennies Day Nurseries collect, hold and share the following employee information.**

These include:

- Personal details – including your name, address, email address, telephone number and other contact information that allows us to meet our organisational and statutory obligations as your employer
- Characteristics such as ethnicity, language and nationality.
- Details of family members and next of kin details
- Contractual matters – including attendance, records of absence, suitability screening information, qualifications, right to work documentation, wage records, records of disputes and any resulting disciplinary action.
- Health and well-being – including discussions about every day matters, the health and well-being of the employee, records of accidents and incidents, minutes of supervision meetings, annual appraisals.

### Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may use your personal data in the following ways:

- To ensure that the information we hold about you is kept up-to-date;
- To deal with any Employee/employers related disputes that may arise;

- For assessment and analysis purposes to help improve the operation of, and manage the performance of, our business;
- To prevent, detect and prosecute fraud and other crime;
- For any other purpose for which you give us your consent to use Personal Data;
- To comply with legal obligations e.g. HMRC, pensions, S29 requests.

### **Storing data**

- We ensure that access to employee files is restricted to those authorised to see them such as your Manager, the Deputy Manager, the Head of HR and other members of the HR team, the Head of Operations.
- These confidential records are stored in the managers office
- We retain personnel records for 3 years from the date of termination of the employment in line with HMRC requirements
- In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share your information with anyone without consent unless the law and our policies allow us to do so.

We may share your personal data:

- With professional advisors or third party contractors who provide services to us
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a court order.
- Where a person, or a person with whom they live, becomes disqualified from working with children and young people
- To prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information contact your line manager.

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

Please let us know if the Personal Data that we hold about you needs to be updated

If you would like to discuss anything in this privacy notice, please contact your manager in the first instance who will liaise with the Head of Human Resources as required.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Internal use only

<b>This notice was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>	<b>Date for review</b>
<i>June 2019</i>			<i>June 2020</i>