

## 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 school staff			
What personal data do we need from you?	Name	Contact Details	Date of Birth	Financial Details
	Vetting Information	Pensions	Payroll Data	References
	Performance Data	Ethnicity	Religion	Health Information
	Trade Union Membership			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	St Benedict's Catholic College		
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (Essex County Council).		
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Accelerated Reader, Apple, BBC Bitesize, Bluesky, Boost, Carousel Learning, Civica, Class Charts, Classroom Cloud, CPOMS, EduCare, EduKey, EduLink One, ESS FMS, ESS SIMS, ESS Reading Cloud, Evolve, FFT Aspire, GL Assessment, Hegarty Maths, HistoryHomework, Itrent, JAMF, Kahoot, Kerboodle, Linguascope, Literacy Assessment, MakeHappen, Microsoft Office 365, Microsoft Teams, Music First, The EverLearner, ParentPay, Pearson Active Learn, Quizlet, Salters Chemistry Club, Parents Evening, Room Booking, Seneca, SISRA, Spell zone, Textivate, The Brilliant Club, UniFrog, VocabExpress, Wonde and XR+		
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	Employment		
	<a href="#">The Legal Condition(s)</a> :	The legal basis' we rely on when using this personal information is our employment contract with you and legitimate interests. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.		
Who else might we share your data with?	Sometimes we may share this personal information, for example with one or more of the following: <ul style="list-style-type: none"> <li>• Central and local government departments</li> <li>• Health providers</li> <li>• Other education providers</li> <li>• Regulatory bodies</li> <li>• Professional Associations</li> <li>• Disclosure and Barring service</li> <li>• Insurance providers</li> </ul>			
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	NO			
If your information leaves the country	No personal information is routinely available outside of the UK. Should a transfer of personal			

		information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.					
		For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.					
How long will your data be kept?	When will it stop being used?	This information will be retained for a minimum of 7 years from the end of the employment contract.					
	How long after this will it be deleted?	This information will be retained for a minimum of 7 years from the end of the employment contract. Subject to exceptions – please refer to the school’s Retention Schedule a copy of this is available from the school office.					
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a> <input checked="" type="checkbox"/>	<a href="#">Access</a> <input checked="" type="checkbox"/>	<a href="#">Rectify</a> <input checked="" type="checkbox"/>	<a href="#">Erase</a> <input type="checkbox"/>			
	<a href="#">Restrict</a> <input type="checkbox"/>	<a href="#">Portable</a> <input type="checkbox"/>	<a href="#">Object</a> <input type="checkbox"/>	<a href="#">Automate</a> <input type="checkbox"/>			
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 and Occupational Health.					
	This is a source of personal data open to anyone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>				
	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					
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>							
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>							
<b>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:</b>							
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH						
Email	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>						
Phone Number	0333 032 2970						
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner’s Office:</b>							
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF						
Online	Or visit <a href="http://ico.org.uk">ico.org.uk</a> or email <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>						
Phone Number	0303 123 1113						

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