

General Data Protection Regulation

Privacy Notice



GDPR Principles

UK GDPR sets out seven Data Protection Principles, they are:

1. You must have a lawful reason for collecting personal data and must do it in a fair and transparent way.
2. We must only use the data for the reason it is initially obtained.
3. We must not collect any more data than is necessary.
4. It has to be accurate and there must be mechanisms in place to keep it up to date.
5. We cannot keep it any longer than needed.
6. We must protect the personal data.
7. Accountability - this means that we must not only do the right thing with data but must also show that all the correct measures are in place to demonstrate how compliance is achieved.

Melbourn Playgroup and Out of School Club take your privacy seriously and will only use your personal information to manage your employment.

Personal Data

Personal data that we collect:

- Contact details
- Date of birth
- Emergency contact numbers
- Salary, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, application form, self-disclosure, copies of right to work documentation, DBS number, references, interview notes and other information included as part of the application process
- Qualifications and employment records and certificates, including work history, job titles, working hours, training records and professional memberships
- Performance and supervision information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Photographs
- Health, including any medical conditions, and sickness records

The purpose of processing this data is to help us run the setting, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- In the event of emergency keep you safe

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, pension
- Our auditors

Storage of Data and Information

- In a filing cabinet in the office which is locked at night.
- On computers which are accessed via password – which includes Dropbox which is accessed via password only.
- Emergency contacts in the emergency contact folder. Stored in wall mounted file holder just outside the office during the day and locked in the office when setting closed.
- Archive documentation is stored out of reach in Rainbow room

Request of Information

Subject access request (SAR) - You have the right to access and receive a copy of your personal data, and other supplementary information.

Retention of Information

We follow the record retention guidance on the Learn Together -Cambridgeshire Early Years website. Records are checked annually and any records no longer needed are shredded.

[Record retention guidance](#)

Withdrawing consent and complaints

You have the right to withdraw your consent for us to have your data at any time.

You have the right to lodge a complaint with the Information Commissioner's Office.

To make a complaint or to find out more information about GDPR, visit the Information Commissioner's Office (ICO) website:

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