

## Privacy Notice

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 schools staff					
What personal data do we need from you?	Name*	Address	Date of Birth	Ethnicity		
	NI Number	Bank Details	Health Information	Vetting information		
	Pensions data	Payroll data	Gender	Nationality		
	Qualifications	Faith	Emergency contacts	Email address*		
	Vehicle make	Vehicle Model	Vehicle Registration			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Holgate Primary and Nursery School			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Mrs T Mullaney			
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		Scholarpack NCC Payroll services A subset of your details will also be provided to the following processors to ensure you have access to the tools need to perform your role: - Microsoft – Office 365 Classroom Monitor 3P Learning ParentMail The Key Support Services Limited, iPEP, 2 Simple, GL Assessment, 123COMMS LIMITED, Nottinghamshire County Council WellWorker System, CPOMS, Maths Circle Ltd			
	<a href="#">The Purpose(s)</a> :		Employment			

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What will it be used for and what gives us the right to ask for it and use it?	The <a href="#">Legal Condition(s)</a> :		<ul style="list-style-type: none"> <li>• Under Contract</li> <li>• Employment, Social Security, Social Protection</li> </ul>					
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	Data is stored within the EEA with the only exception being via 3P Learning who provide curriculum resources needed for us to deliver our curriculum, the personal data stored by them has a '*' next to it in the table above and is protected by the EU-US Privacy Shield							
How long will your data be kept?	When will it stop being used?		Termination of employment + 6 years in general, for specifics please see our Retention Policy					
	How long after this will it be deleted?		Immediately after the retention period above in general, please see our Retention Policy for specifics					
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					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer, DBS service, Occupational Health, referees					
	This is a source of personal data open to anyone		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		

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	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 checks, Pensions and payroll data
<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	DPO, Holgate Primary and Nursery School, High Leys Road, Hucknall, Nottingham, NG15 6EZ	
Email	<a href="mailto:dpo@holgateprimary.org">dpo@holgateprimary.org</a>	
Phone Number	01159638649	
<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 Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>	
Phone Number	0303 123 1113	

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