Town Street Playgroup

**Staff Privacy Notice May 2018**

The person responsible for writing this Privacy notice is Deborah Calvert.

Town Street Playgroup is the controller of all the personal data you provide. Town Street Playgroup is registered with the Information Commissioners Office and is required to inform you about what information is stored about you, how it is stored and when and how it is deleted when no longer needed.

**Why Information is Collected about You**

Town Street Playgroup is required to collect personal data about you to help comply with the Early Years Foundation Stage (2017), Ofsted, The Disclosure and Barring Service and HMRC.

Information held in your personal file includes your name, address, date of birth, phone number, email address, emergency contact details, National Insurance number, bank account details and medical information.

The documents held in your personal file includes:

* Completed application form
* Qualification certificates
* Records of training completed
* References from previous employers/personal references
* Contract of employment
* Emergency contacts
* Medical information relating to your ongoing suitability to do your job
* Information relating to supervisions, appraisals and ongoing suitability records
* Records of disciplinary procedures
* Payment records

**What is done with the Information**

Information about you might be shared with Ofsted, DBS, Town Street Playgroup insurance company, HMRC, Pension Providers, the Local Authority, Leeds Safeguarding Children Partnership, training providers.

**How Long is Information About You Kept**

* Staff records including application, interview information, supervisions, appraisals, medical information, DBS and ongoing suitability details are kept for 6 years after employment ceases.
* Wages, tax and National Insurance records are kept for 6 years (HMRC requirement)
* Accident records and reports to RIDDOR are kept for 3 years (RIDDOR requirement)

**How is Information About You Destroyed**

Information about you might be stored electronically on the setting computer which is password protected or on paper records kept in the setting in a locked cupboard, or in the home of the playgroup leader in a locked cupboard.

When they are no longer needed, electronic records are deleted and paper records are shredded.

**What are Your Rights**

If at any point you believe the information processed about you is incorrect, you can request to see this information and have it corrected.

**Making a Complaint**

If you wish to make a complaint about how Town Street Playgroup handles your personal data or if you believe a data breach has occurred, you can contact the Playgroup Leader to investigate.

If you are not satisfied with the response or believe Town Street Playgroup is not processing your personal data in accordance with the law you can complain to the Information Commissioners Office (ICO) Tel. 03031231113