

How we use your personal information

Staff members name.....

The General Data Protection Regulation – Please complete and return to Witchford Rackham Pre-School

This statement explains how **Witchford Rackham Pre-School** (“we” and “our”) handles and uses information we collect about you (“you”).In broad terms, we use your information to pay your wages, keep a staff file and create your contract for working at Witchford Rackham Pre-School.

The controllers for your personal information are Nicola Scarafile and Tracey Chapman: 83 Main Street, Witchford, Ely, CB6 2HQ.

The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Pre-School Manager who can be contacted at: managerwrps@gmail.com or 01353 666782.

The legal basis for processing your personal information is that it is necessary in order for you to be employed at **Witchford Rackham Pre-School** and to ensure that we meet the statutory requirements of the Early Years Foundation Stage. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. Register

*Personal data is used in the registers at **Witchford Rackham Pre-School's** . We have the staff members full name , address, telephone number/s and contact details and name of next of kin as well as any medical information or allergies. The register is only viewed by staff members and is then stored away in a lockable box when not being used.*

*We retain all this information for 4 Years **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information you would not be able to work at **Witchford Rackham Pre-School**.*

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

B. Staff files

*Personal data is collecting on staff when they start at **Witchford Rackham Pre-School**. The Pre-School manager has a staff file for each staff member containing: an employee record sheet (Name , DOB, address, phone numbers, allergies, email address, doctors information and next of kin details), references from previous employers, disclosure and disqualification document, record of training and qualifications as well as supervisions and appraisals. Your DBS number will also be kept within this file as well to show that it has been checked and you are suitable to work with children. Supervisions of staff are a statutory requirement of the EYFS as well as ensuring suitability of staff working with children and staff have suitable and relevant qualifications.*

Staff records are kept within a locked filing cabinet in the manager's office. Only the manager has access to these documents, however the staff liaison officer/ committee chair will have access due to carrying out

supervisions and appraisals alongside the manager if appropriate and being present during the recruitment process.

*We retain all this information for 6 Years after you leave **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information you would not be able to work at **Witchford Rackham Pre-School**.*

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

C. Pay roll and wages

*Personal data is collected by the administrator when employed at **Witchford Rackham Pre-School** to ensure that they are placed onto the pay roll system correctly. Bank account details (sort code and account number) are provided along with national insurance number and passport number to verify your identity.*

*We retain all this information for 6 Years after you leave **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information we will not be able to pay you your wages.*

*All payroll and wages information is kept for 6 years at **Witchford Rackham Pre-School** and then this information will be shredded Without you permissions to retain this information we will not be able to pay you your wages.*

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

D. Contracts

Personal data is used in the each individual staffs contracts. Contracts have name of individual as well as their rate of pay. Contracts for employment are set up by the Officers on the committee (Chair, secretary and Treasurer). The committee then keep a record of all staff contracts once given to staff as well as passed on to the Administrator so that they are aware of pay rates. The administrator keeps all staff records together in a locked filing cabinet. The copy of Contracts which the committee have is kept electronically on a USB drive which is password protected.

*We retain all this information for 6 Years after you leave **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information there would be no proof of employment.*

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

E. Photos

***Witchford Rackham Pre-School** uses an outside professional photographer twice yearly to take photos of the Staff and child (in October time and May time). The photographer uploads the images to a password protected computer to make edits the images of the staff, compiling a pdf which can be sent out to parents. The images are then saved to a memory stick and the Administrator is given the memory stick, all images are then saved to the Administrator's computer which is password protected so that they can be sent password protected in an email to you. The photographer only uploads the photos again for ordering, they then are deleted from the*

computer appropriately and correctly and are stored onto a dvd incase needed for orders. These are retained by the photographer for 7 years after the day they were taken, they are stored within a locked cabinet which they only have access to and will destroyed appropriately at the end of the retain period.

The Administrator will retain the images on their computer until the end of the school term which the photos are to be purchased (October-December and June- July) in case there are any issues with the order which has been submitted. The Administrator will then delete from the computer appropriately and correctly.

I do / do not give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

F. Other data collected by Witchford Rackham Pre-School

*Legally we have to keep records of any accident, injury or incident (no matter how minor) that occurs when you whilst at **Witchford Rackham Pre-School**. They are in paper form, that current academic year is kept in a locked box with the registers, all subsequent years are stored within the Manager's or Administrator's Office which are locked and will be kept at **Witchford Rackham Pre-School** for 4 years and then it will then be shredded.*

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

We do share information with primary schools, OFSTED, Cambridgeshire County Council , the Department for Education, the Cambridgeshire Multi-Agency Safeguarding Hub and the Health and Safety Executive (where appropriate and as laid out in the paragraphs above). We do not share data to any other third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the email address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated: May 2018
Nicola Scarafile and Tracey Chapman