



SEVENOAKS DAY NURSERY

Privacy Notice for Employees

Introduction

Sevenoaks Day Nursery (“the Nursery” or “we”) is committed to protecting your privacy and complying with the General Data Protection Regulation (“GDPR”).

This privacy policy sets out the basis by which we collect, use and disclose the personal data of our employees, as well as your rights in respect of such personal data, both during and after your working relationship with us.

We encourage you to read this notice carefully, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

1. General data protection principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

2. Why we collect data

We use information about employees to:

- To administer employee payroll, benefits, tax/regulatory compliance and other record keeping and administration requirements;
- To fulfil tax, reporting, and other financial requirements and obligations;
- To consider applications for employment, promotion, and student placement
- To enable staff training and development, including appraisals and disciplinary matters
- To make reasonable adjustments to your working patterns or environment if required

3. The kind of information we hold about you

We will collect, store, and use a variety of categories of personal information about you.

As your employer, the Nursery needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the Nursery and manage our relationship with you effectively, lawfully and appropriately. The types of data the Nursery holds about you are detailed in Table 1 to this notice.

We may also collect, store and use “special category” personal data or more sensitive personal information. For instance, where necessary, we may keep information relating to your health, which could include reasons for absence, doctor or hospital reports/notes, occupational therapy assessments and recommendations. This information will be used to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any reasonable adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay. These types of data are also detailed in Table 1 to this notice.

We do not, as a matter of routine, process special category personal data relating to your race or ethnicity, political affiliations or opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. In the unusual circumstances where this may happen, we will always obtain your explicit consent to those activities unless the processing is required by law or the information is required to protect your health or interests in an emergency. This information may be collected, stored, and aggregated, anonymously to monitor equal opportunities.

4. How is your personal information collected?

Recruitment - We collect personal information about our employees through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies and/or other background credit agencies.

On the job - We will collect additional personal information during job-related activities throughout the period of your employment. This includes:

- correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary;
- information needed for payroll, benefits and expenses purposes;
- contact and emergency contact details;
- records of holiday, sickness and other absence; and
- records relating to your career history, such as training records, performance appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

5. How we will use information about you

There are a variety of situations in which we will use the information we collect about you and these are detailed in the Table 1 to this notice.

Where we use your personal information to pursue the legitimate interests of the business, we will only do so provided your interests and fundamental rights do not override those interests. Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

6. Situations in which we will share your personal information

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you. This includes, but is not limited to, sharing your personal data with:

- Our local authority (where applicable)
- The Department for Education (DfE)
- OFSTED
- Our external auditors and payroll processing providers
- Our pension and insurance providers
- HMRC
- Our IT and website service providers
- Our accounting software provider and off-site document archiving provider
- Any providers of training courses that you attend while working at the Nursery

7. Data security

We have put in place appropriate technical and operational measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and for the specific purpose for which it is provided. All individuals and organisations with access to your data are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

8. Transferring your information outside of the UK

Where possible, we will ensure that your data is processed and stored within the UK. If your data is accessible from other countries, we will take all steps that are appropriate to ensure that your data is protected and subject to the same rights and freedoms as afforded to you under UK.

9. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

All personal data listed in Table 1 will be retained by the Nursery for a period of seven (7) years after your employment with the Nursery has ended, unless connected to a safeguarding issue when this will be extended to 25years.

10. Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us. Please notify the Nursery Finance and HR Manager as soon as practical of any changes to your personal information.

11. Your rights in connection with personal information

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please see contact details in section 15 below.

12. Right to withdraw consent

In any circumstances where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please use the contact details in section 15 below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

13. Complaints to the ICO

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance through the person listed in section 15.

You can also contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/your-data-matters/>

14. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

15. Contacting the Nursery

If you have any questions about this privacy notice, please contact the Finance and HR Manager:

Post to: Sevenoaks Day Nursery CIO,
Otford Road,
Sevenoaks
TN14 5DN

Telephone: 01732 460384

Email to: dataprotection@sdn.org.uk or trustees@sdn.org.uk

This notice was adopted by the Trustees of Sevenoaks Day Nursery CIO on 15th May 2024.



Susan Dreksler
Chair

TABLE 1 – LIST OF PERSONAL DATA HELD BY THE NURSERY FOR EACH EMPLOYEE

This table sets out those types of data that the Nursery routinely collects about all employees. From time to time, we may also hold other types of personal data about you as is lawfully allowed to be held and/or processed.

Type of personal data	Lawful basis for holding this data	Purpose for processing
Full Name (including known aliases)	Contract	To identify and pay you or provide you with benefits
Employee Reference Number/ID	Contract	To identify and pay you or provide you with benefits
Job title and level	Contract	To identify and pay you or provide you with benefits
Date of birth and age	Legal obligation	To ensure that you are paid the correct statutory minimum wage To share within the Nursery so that each person's birthday can be celebrated by the team
Medical information, including reasons for absence and medical reports and notes	Legal obligation	To consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate
Medical information, including reasons for absence and medical reports and notes	Contract	To administer and manage statutory sick pay
Sevenoaks Day Nursery Email Address(es)	Legitimate interest	To communicate with you for normal business purposes
Business IP address	Legitimate interest	To provide you with access to the Nursery's IT systems, including the internet
IP address for any personal devices used to connect to Nursery IT systems, including remote access to Nursery emails and Nursery servers	Legitimate interest	Collected automatically when you access Nursery IT systems with your own device, including remote access to Nursery emails and Nursery servers
Personal Postal Address(es)	Contract	To identify and pay you or provide you with benefits
Personal Email Address(es)	Contract	To communicate with you before and after your formal employment
Personal telephone number(s)	Contract	To communicate with you in an emergency or when you are out the Nursery
References from previous employers	Contract	Collected at time of employment to assess your suitability for the role that has been offered to you.
DBS check status and reference number	Legal obligation	To confirm you can work with children
Professional curriculum vitae information	Legal obligation	To confirm your qualifications before or during your employment as the basis for the role that you perform at the Nursery
Academic qualifications	Legal obligation	To confirm your qualifications before or during your employment as the basis for the role that you perform at the Nursery
Professional qualifications and memberships or association memberships	Contract	To confirm your qualifications before or during your employment as the basis for the role that you perform at the Nursery
Appraisals and other performance reviews	Contract	To monitor your performance
Internal disciplinary information	Contract	To monitor your performance

Type of personal data	Lawful basis for holding this data	Purpose for processing
Remuneration details including payroll (bank account details and credit card details) and benefits	Contract	To pay you or other related suppliers who provide you with benefits
Tax Information including your national insurance number	Legal obligation	To make payments to and deal with queries from HMRC or other tax authorities on your behalf
Student loan information	Legal obligation	To make payments to and deal with queries from HMRC on your behalf
Details of dependents	Contract Consent	To provide you with benefits such as childcare vouchers
Details of next of kin	Vital Interests	To contact in an emergency
Copy of your Passport or other similar identification document	Legal obligation	To meet the Nursery's legal requirement to ensure you have the right to work in the UK
Citizenship and/or visas/work permit/immigration status	Legal obligation	To meet the Nursery's legal requirement to ensure you have the right to work in the UK
Images of you performing your role in the Nursery	Legitimate interest	To identify you To include in children's records where you are involved in activities with them