



## **Privacy Notice (How we use employee information)**

**All information that we collect is necessary to meet our contractual requirements as an employer, from Ofsted, Local Authorities and the EYFS.**

**The categories of employee information that we collect, process, hold and share include:**

- personal information (such as name, date of birth, passport number, bank details, national insurance number)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications and DBS numbers
- references and recruitment information
- relevant medical information on your health declaration and return to work self-certification forms
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**Why we collect and use this information**

We use employee data to:

- ensure that staff have the legal right to work in the UK
- ensure that all staff have the relevant qualifications required for their role
- support individuals with any health needs or other requirements
- enable individuals to be paid
- enable us to fulfil our duty of care to our employees.

**The lawful basis on which we process this information**

We process this information under the following legal basis:

**Contract:** In that the information we process is necessary for us to fulfil our contractual obligations to you.

**Legitimate Interest:** Through the course of employment, it may be necessary for us to process data that is related to individual employees. For example; information around absence trends, retention statistics etc.

All processing that takes place is what would be reasonably expected as part of an employee / employer relationship and is undertaken with full consideration to individuals' rights and privacy.

**Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

**Storing this information**

We hold employee data for 15 years after staff have ended their employment with Shofar.

**Who we share this information with**

We routinely share this information with: our local authority (by means of staff census) and Ofsted

## Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

## Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We would also need to give staff details to our LADO or Ofsted if allegations were raised against them.

## Ofsted

During inspections, Ofsted will ask to see evidence of staff qualifications, DBS numbers, supervision and recruitment.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Headteacher/Compliance Officer at: [admin@shofardaycarenursery.org.uk](mailto:admin@shofardaycarenursery.org.uk)

You also have the right to:

- 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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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 at [admin@shofardaycarenursery.org.uk](mailto:admin@shofardaycarenursery.org.uk)

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

### Contact

If you would like to discuss anything in this privacy notice, please contact our Compliance Officer at: [headteacher@shofardaycarenursery.org.uk](mailto:headteacher@shofardaycarenursery.org.uk)



Sharon Lee  
Head teacher of Shofar

Shofar Daycare Nursery Sternberg Centre, East End Road, N3

Call us: 020 8346 3453 admin@shofardaycarenursery.org.uk www.shofardaycarenursery.org.uk

Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

