



# Privacy Notice

## Employees

### HATFIELD PEVEREL INFANT SCHOOL

The purpose of this Privacy notice is to inform you of what to expect when the school collects your personal data for the purpose of employment.

#### Data Collected from Employees

We are required by law to maintain employee records for our staff and as such, lawfully collect the following:

- Name
- Contact details
- Date of birth
- Vetting information
- References
- Performance data

We also collect and retain special category data such as:

- Ethnicity
- Religion
- Health information

All information is usually provided by the employee, however can sometimes be provided by others such as previous employers and healthcare professionals.

#### The Use of Personal and Special Category Personal Information at HPIS

Hatfield Peverel Infant School is defined as a 'Data Controller' as detailed in Article 4 (7) of GDPR. The legal basis that we rely on when using your personal information is our employment contract with you and legitimate interests. The legal basis for collecting and holding your special category personal information is employment, social security and protection and substantial public interest.

Sometimes we may share this data with one or more of the following:

- Education or Health provider
- Referees
- Regulatory bodies
- Legal services
- Professional associations
- Disclosure and barring service
- HR services

#### Retention of your Personal Data

When collected, this information is securely held within your personnel file and is only accessible to personnel that have a legitimate reason to do so.

This information will stop being used once you stop working at the school.

For more information on how long we keep your personal data, please see our schools retention schedule.



## Your Rights over your Personal Data

Under GDPR, you have the right (where appropriate) to:

- Access this data by making a formal subject access request
- Rectify, erase or restrict this data
- Object to the processing of your information

More information about Privacy Law, our obligations and your rights can be found by clicking the link below:

[The ICO Guide to the General Data Protection Regulations 2016](#)  
[The General Data Protection Regulations 2016](#)

If you have concerns, or wish to exercise your rights, please contact our Data Protection Office, Lauri Almond at IGS@essex.gov.uk or by calling 0333 032 2970.

If you still have concerns following our response, you have the right to raise the matter with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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