

Privacy Notice – Employee Data



Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Employment Records for staff							
What personal data do we need from you?	Name	Address		Date of Birth		Ethnicity		
	NI Number	Bank Details		Payroll data		Telephone #		
	Pensions data	Health Information		Emergency contact		Vetting information		
	Email	Gender		Languages spoken				
Who will be using your Personal Data?	Who is the Data Controller?			Balfour Primary School				
	Who is the Data Controller's Data Protection Officer?			James England dpo@dataprotection.education				
	Are there any Data Processors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			Capita, Brighton and Hove Council, East Sussex Local Government Pension Scheme, Teachers' Pensions, Orbis, DBS, Teachers2Parents, DfE				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):			Employment				
	The Legal Condition(s):			<ul style="list-style-type: none"> • Under Contract • Employment, Social Security, Social Protection 				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?			Termination of employment + 6 years with regard to references				
	How long after this will it be deleted?			Termination of employment + 6 years				
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:			Employment law				
	This is what could happen if you refused to let us use your data for this purpose:			Unable to employ				

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As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, Occupational Health.			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability checks, Pensions and payroll data			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

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

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address Balfour Primary School, Balfour Road, Brighton, BN1 6NE

Email James England dpo@dataprotection.education

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

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

Online Form <https://ico.org.uk/concerns/handling/>

Phone Number 0303 123 1113