

## Employee Data Protection Privacy Notice

As an employer it is necessary for us to collect personal information about you. For the majority of data we collect, the lawful basis for doing so falls under the category of 'legal obligation'

### Collecting Data

We process personal data relating to those we employ.

We do this for employment purposes, to assist in the running of the Pre-school and to enable individual to be paid.

The personal data includes identifiers such as Name, Date of Birth, Address, phone numbers, email, National Insurance number and bank accounts information.

During your employment we will also create other records which contain your personal data such as supervision/suitability records, attendance/annual leave records, accident/incident logs and any disciplinary action as necessary.

If you require more information about how we store and use your personal data or want to see a copy of information we hold about you please contact Gaye Hooker.

### Sharing Data

We will not share information about you with third parties without your consent unless the law allows or requires us to. We are required to share some of your personal data with

- ❖ SEM Accountancy Services
- ❖ London Borough of Merton
- ❖ Natwest Mentor

If you require more information about how we store and use your personal data or want to see a copy of information we hold about you please contact Gaye Hooker.

### Security

We will keep data about you secure. We will protect your data against unauthorised change, damage, loss or theft. Paper forms are locked away and laptops password protected.

### Data retention

We will hold information about you for as long as the law says and no longer than necessary. After this we will dispose of it securely.

**Signed: employee**

**Date:**

**Print name**