

# Privacy Notice - Employees

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 schools staff			
What personal data do we need from you?	Name NI Number	Address Bank Details	Date of Birth Health Information (Fit Declaration, Sick Certificates)	Ethnicity Vetting information
	Pensions data	Payroll data	Next of Kin	Recruitment Papers
	Pre Employment Check information Risk Assessments	Employment Contracts	Performance Management Records	Absence Records
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Colchester County High School for Girls		
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (Essex County Council)		
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	SIMs – MIS Teeside University – Payroll Essex County Council – Legal, HR & Occupational Health		
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	Employment		
	<a href="#">The Legal Condition(s)</a> :	1. Under Contract 2. Employment, Social Security, Social Protection		
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations.			
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> 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 *		
*Subject to exceptions please refer to the School retention schedule.				

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## Privacy Notice - Employees

Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	<a href="#">Automate</a>	<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				
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				
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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:</b>								
Postal Address	Essex County Council, County Hall, Chelmsford, CM1 1QH							
Email	DPO@Essex.gov.uk							
Phone Number	03330 322970							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>							
Phone Number	0303 123 1113							

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