



## **Staff Privacy Notice**

Aflah Nursery takes your privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), the nursery will commit to the following:

Aflah Nursery will be asking you for your personal data in order to employ you as a member of staff / volunteer / student. Aflah Nursery must have a legal basis for collecting this data, and there are 6 lawful bases:

1. **Consent**  
The individual has given clear consent for you to process their personal data for a specific purpose.
2. **Contract**  
The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
3. **Legal obligation**  
The processing is necessary for you to comply with the law (not including contractual obligations).
4. **Vital interests**  
The processing is necessary to protect someone's life
5. **Public task**  
The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
6. **Legitimate interests**  
The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks).

Aflah Nursery will be processing your data under the following bases: **1, 2, 3 and 4.**

Where Aflah Nursery require consent, they will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by a Director or Operations Manager as part of your induction to the setting. Aflah Nursery will be asking for this data verbally at the initial meeting and recording it on paper forms/digitally. Aflah Nursery will ask for this information at regular intervals to ensure it is up to date. Aflah Nursery will do this by asking you to complete and return data forms.

The information that Aflah Nursery require will be:

- Your full name.
- Your date of birth.
- Your address.
- Emergency contact names, addresses and contact numbers.
- Your doctor's name and contact number.
- Any allergies/medical history/requirements.
- Whether you have any special needs or disabilities.
- National Insurance number.
- Bank account details
- Email address
- Criminal convictions (spent & unspent)
- Original ID will be seen and verified for proof.
- DBS details
- Employment history with the organisation.
- Employment terms and conditions (e.g. pay, hours of work, holidays, benefits, absence).
- Any accidents connected with work.
- Any training taken.
- Any disciplinary action.
- Supervision one to one meeting records and appraisals.

Aflah Nursery is required to hold and use this personal data in order to comply with the statutory framework of England, Ofsted, the Department for Education and Employment Act 2002. This data will be used to:

- Support your training development.
- Pay your wages through the bank and payslip through email.
- Contact named people in an emergency.
- Share with other professionals such as medical emergency (hospital).
- Ensure a contract of service is delivered and maintained.
- Any support and reasonable changes made at work for your convenience.

With your permission this data may be, when necessary, shared with:

- Medical professionals in case of an emergency.
- References to other employers.
- Training providers for specific training delivered.
- The local authority designated officer for any complaints or concerns about you with regards to safeguarding.
- Ofsted.
- Aflah Nursery's accountants for pay purposes.

- The Police, in the case of CCTV footage which captures the communal entrances for the safety of all users to the building. The CCTV is operated by the Centre in compliance with the GDPR.

If you want to see a copy of the information Aflah Nursery hold and share about you then please contact us at: aflahnursery1@gmail.com.

The nursery is required by law to keep some information about you for a period of time after you have left the nursery. Aflah Nursery will keep a record of this and dispose securely at the correct time.

Please see the nursery's data protection policy for further information on data sharing, safe storage and your rights to access your data.

Dated: May 2018