



Privacy Notice

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	Address	Date of Birth	Ethnicity	
	NI Number	Bank Details	Health Information	Vetting information	
	Pensions data	Payroll data	Mobile phone number	Emergency contact details	
	References	Photographs	Absence data	Disciplinary Records	
	Nationality	Disability			
Who will be using your Personal Data?	Who is the Data Controller ?		Newark Orchard School		
	Who is the Data Controller's Data Protection Officer ?		Lisa Williams/Leanne Hurdle		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No
	Who are they?		SIMS, payroll, pensions, HR, OH, School website, Teachers2Parents, Behaviour Watch, Hayes online. The school will ensure that they comply with Data Protection regulations where required.		
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 • 		

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

Who else might we share your data with?		Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations. The school will ensure that they comply with Data Protection regulations where required.						
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	X	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					
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	Lisa Williams/Leanne Hurdle							

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

	Newark Orchard School Appletongate Newark Notts NG24 1JR
Email	Lisa.williams@newarkorchard.notts.sch.uk / lhurdle@newarkorchard.notts.sch.uk
Phone Number	01636 682255/56
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

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.