



## AES – 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 school staff  |                                     |   |  |                         |                                     |                       |                          |
| What personal data do we need from you?   | Name   | Address                             | Date of Birth   | Ethnicity  |                         |                                     |                       |                          |
|   | NI Number  | Bank Details                        | Recruitment documents   | Pre-employment check information including proof of ID       |                         |                                     |                       |                          |
|   | Pensions data  | Payroll data                        | Employment contracts/records  | Health information (Fit Declaration, sick certificates etc.) |                         |                                     |                       |                          |
|   | Contact details and next of kin  | Telephone and email                 | Professional qualifications/training  | DfES No. (Teachers only)                                     |                         |                                     |                       |                          |
|   | Biometric data   | Car details                         |   |  |                         |                                     |                       |                          |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?   |                                     | <b>Anglo European School</b>  |  |                         |                                     |                       |                          |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?   |                                     | Data Protection Officer, Essex County Council   |  |                         |                                     |                       |                          |
|   | Are there any <a href="#">Data Processors</a> ?  |                                     | Yes   | <input checked="" type="checkbox"/>                          | No                      | <input type="checkbox"/>            |                       |                          |
|   | Who are they?  |                                     | Capita, RM, ParentPay, Live Register, Occupational Health (Essex County Council), Legal (Essex County Council), LGPS/TPS, HMRC, TSO Host, Payroll (Sage); Lloyds Bank |  |                         |                                     |                       |                          |
| 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  |  |                         |                                     |                       |                          |
|   | The <a href="#">Legal Condition(s)</a> :   |                                     | <ul style="list-style-type: none"> <li>• Under Contract</li> <li>• Employment, Social Security, Social Protection</li> </ul>  |  |                         |                                     |                       |                          |
| Who else might we share your data with?   | Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Professional Associations, Future employers (references), The Office of National Statistics, Unison, AVC. |                                     |   |  |                         |                                     |                       |                          |
| 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 <sup>1</sup>  |  |                         |                                     |                       |                          |
|   | How long after this will it be deleted?  |                                     | Termination of employment + 6 years <sup>1</sup>  |  |                         |                                     |                       |                          |
|   | <sup>1</sup> Subject to exceptions – please refer to the school's Retention Schedule   |                                     |   |  |                         |                                     |                       |                          |
| Our use of the data will be   | <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"/> |

|  |  |   |  |   |
|--|--|---|--|---|
| subject to your legal rights (marked if applicable):   | <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/continue 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, NCTL.   |   |
|  | 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/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks |   |
| <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><br><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  | InformationGovernanceSupport@essex.gov.uk  |   |  |   |
| Phone Number   | 03330322970  |   |  |   |
| <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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