



## **Privacy Notice for Trustees, Employees and Volunteers**

### **Privacy Notice - Data Protection Act 1998 & GDPR May 2018**

We, Rainbow Pre-School & Extended Services, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous employers. This information includes your contact details, previous education, training and employment history, characteristics such as ethnic group, and special educational or medical needs. Upon successful appointment we will collect further information from you such as financial details, medical information, next of kin details via a series of forms and questionnaires, alongside applying for references from previous employers and DBS checks.

We hold this personal data and use it to:

- ensure safer recruitment procedures are adhered to in line with our Safer Recruitment Policy and procedures.
- ensure your ongoing suitability to work with children
- provide appropriate duty of care for you
- communicate with you and your next of kin
- provide you with login details are required by our IT procedures
- maintain up to date information about your employment and training
- meet the financial agreement in line with your terms and conditions of employment
- assess how well our setting is doing
- evidence your consent for certain procedures
- be compliant and meet the legal obligations placed upon us
- perform our contract with you

This information will be kept throughout your employment and then in line with the retention of records guidelines, it will be safely destroyed after the recommended time period.

All data you provide to us is stored on secure servers located in the UK. We also store data in paper files in secured locations on site.

We will not give information about you to anyone outside the childcare setting without your consent unless the law and our rules permit it. We may be required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). We will share information, with your consent, to; bank services, the PSLA (for payroll), training providers

If you want to see a copy of the information we hold and share about you then please contact the setting GDPR Lead at [enquiries@rainbow-preschool.co.uk](mailto:enquiries@rainbow-preschool.co.uk)  
We will provide this information within one month and will not charge for this service.

#### **Breaches of Data Protection**

A breach of data protection is defined by the Data Commissioner as 'a security incident that has affected the confidentiality, integrity or availability of personal data'.

If a breach occurs we will use the self-assessment tool on the Data Commissioners Website to establish if there is a risk to people and notify the ICO if required. Details of the incident, the effects

of the breach, decision making rationale and any actions taken will be recorded and kept in the GDPR section of our Complaints File.

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>