Rainbow Nursery
London Road, Barkston Ash, Tadcaster, LS24 9PW
www.rainbownursery.info

General Data Protection Regulation (GDPR)

This policy is intended to provide employees with information regarding the types of data which the Company may hold and process about them and to provide guidelines on processing of employee data in accordance with the General Data Protection Regulation 2018. This policy covers all employees and all employee data that is processed by the Company.

Personal data Throughout employment and for as long a period as is necessary following the termination of employment (currently at 21 years for safeguarding and insurance purposes), the Company will need to keep information about an employee for purposes connected with their employment, including information relation to their recruitment and termination of employment.

The records may include:

- Personal details – name, address, emergency contact, date of birth, gender, education and qualification.
- Information gathered from the individual and references obtained during recruitment.
- Details of terms and conditions of employment, employment history, date employment began, promotions, present job, job title, copies of changes to contract of employment.
- Payroll, tax and national insurance information, passport number.
- Information about employee performance.
- Details of job duties and grade.
- Health records, any known disabilities.
- Suitability checks
- Absence records including maternity leave, paternity leave, compassionate leave, holiday records and self certification form.
- Details of any disciplinary investigations and proceedings.
- Training records.
- Details of accidents connected with work, including administration of first aid.
- Correspondence with the Company and other information provided to the Company by the individual.
- Details of termination of employment.

The Company believes that processing this information is consistent with its employment relationship with employees and with the principles of the General Data Protection Regulation. The information that is held will be for management and administrative use, but the Company may, from time to time, may need to disclose some information to relevant third parties e.g. where legally obliged to do so such as HMRC or where requested to do so by the employee for the purpose of giving a reference.

Sensitive information employees should also be aware that the Company may hold the following information about them, for which disclosure to any person will only be made for the purposes set out below:

- Health information for purposes of compliance with health and safety and occupational health obligations.
- For the purpose of personnel management and administration, for example to consider how an employee's health affects their ability to do their job, and if disabled, whether any reasonable adjustments can be made to assist them at work. For the purposes of monitoring and management of sickness absence, sick pay and other related benefits.

Telephone: 01937 557 115
Fax: 01937 557 001
Email: enquiries@rainbownursery.info

Rainbow Private Nursery School Limited
Reg No 3711931, OFSTED Reg 400088
Directors: Mrs H Shields and Mr K Shields

- Information in connection with unspent convictions to enable the Company to assess suitability for employment.
- Information relating to racial, gender, age and ethnic origin for the purpose of identifying or keeping under review the equality of opportunity or treatment between persons of different racial or ethnic origins with a view to enabling such equality to be promoted or maintained.
- Information relating to religious beliefs for the purpose of identifying or keeping under review the equality of opportunity or treatment between persons of different religious beliefs with a view to enabling such equality to be promoted or maintained.

Data Accuracy

Employees have the responsibility to ensure the Company is informed of any change in personal information e.g. changes of name, address, telephone number, or any changes to a suitability declaration. Changes should be confirmed with their manager.

In order to ensure records are accurate and up to date, every employee from time to time will be asked to check their basic personal data and make amendments where necessary.

Data Security

All employees who process and have access to personal data must act in a responsible and confidential manner and adhere to the tight security arrangements at all times. Suspected breaches of security arrangements will be dealt with under the Company's disciplinary procedure and may result in dismissal. Any data breach will be reported to the Information Commissioners Office (ICO) if the result of the breach is likely to result in a risk to the rights and freedom of individuals. (if for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.) Any data breach will be fully investigated, and all those directly concerned will be notified. Harriet Shields (Company Director) is responsible for data protection compliance, having the knowledge, support and authority to carry out their role effectively.

Subject Access Request

An individual has the right to access, rectify, or object to information stored. A request to access data must be made in person or in writing and will be fulfilled with a month of the request been made. No charge will be made for this request. The request can be refused or a charge of £50 will be made for any request that is manifestly unfounded or excessive. If the Company refuses a request, the individual will be told why and that they have the right to complain to the supervisory authority and to a judicial remedy. This will be done without undue delay and at the latest, within one month.

This policy was reviewed in October 2020
This policy will be reviewed in October 2022 or beforehand if necessary

Signed: LAWatson
Early Years Nursery Manager