



The Willows Preschool

Staff Privacy notice

Here at The Willows Preschool we take privacy seriously and will only use your personal information to enable us to safeguard you, the children and parents of the preschool.

However, from time to time we may need to contact you with updates to enable you to carry out your role.

Who are we?

We are The Willows Preschool and operate as a registered charity (No. 1099558). We are members of the Preschool Learning Alliance (PLA) and are registered with Ofsted.

How do we collect information from you?

This information is collected by The Willows Preschool manager and committee at the time of your employment.

What information is being collected?

The personal information we collect might include;

- Name address
- DOB
- Doctors surgery
- Phone number
- E-mail address
- Next of kin
- Bank Details
- National Insurance No.
- P45
- Pay ID
- Gender
- Circumstances
- Medical consent form and any medication taken
- Disqualification by association
- DBS check (They will have their own policy)

How is your information used?

Your information is collected for safeguarding purposes and to process payment of staff wages. Your details are stored on a password protected laptop or on a secure login for

www.thewillowspreschool.org.uk

Registered Charity Number 1099558

Member of the PRE-SCHOOL LEARNING ALLIANCE

registered websites. Paper copies are kept in a locked filing cabinet or in a locked on site storage unit.

Staff details are securely disposed of after 6 years after the employment ends.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf for example but not limited to educational services, Ofsted, Local authority, financial processor and emergency service.

Subject access request

You have the right to access the personal data we hold about you. This is commonly referred to as subject access. You can make a subject access request verbally or in writing. We will respond within a month to a request.

Right to Complain

You have the right to complain to the ICO if you feel your data is not being handled in accordance with the General Data Protection Guidelines.