



# ASK KINDERGARTEN & CLUBS

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## ASK Kindergarten & Clubs Staff Privacy Notice

### Introduction

At ASK Kindergarten & Clubs (ASK) we are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

The person who controls our data is Mark Hinton Stewart. Our data is processed by our members of staff.

### What personal data do we collect?

We collect personal data about you in order to assess your suitability for employment and your ongoing suitability for employment and to process your DBS application.

Personal details that we collect about you:

- full name
- date of birth
- home address
- phone numbers
- email addresses
- National Insurance number
- bank account details
- previous employment history
- relevant qualifications
- suitability to work with children (ASK Staff Suitability Declaration)
- details of any medical conditions or medication taken either short term or long term

This information will be collected from you directly either at interview or on your acceptance of a job offer from ASK.

### Why we collect this information and the legal basis for handling your data

We use personal data about you in order to be able to employ you as a member of staff at ASK and fulfil the contractual arrangement you have entered into. This includes using your data to:

- verify your qualifications;

- check the references that you have supplied;
- contact you for any work related issues;
- keep you updated with information relating to ASK either by phone, personal email or group email e.g. sending out the ASK Staff Newsletter or emails containing general items of information; and
- pay your salary into your bank account at the beginning of each month.

With your consent, we may also take photographs or videos at ASK Kindergarten and ASK Clubs to use for our websites or social media pages. You will also be named on all ASK staff lists including on the ASK website. You will have the opportunity to withdraw, at any time, your consent for images taken by confirming so in writing.

### **Who we share your data with**

In order for us to deliver childcare services, we will also share your data as required with the following categories of recipients:

- GB Group plc (GBG) Online Disclosures who process our DBS applications;
- Ofsted – during an inspection or following a complaint about our service;
- the Local Authority Early Years team;
- our insurance underwriter (if applicable); and
- our payroll accounting software provider (KashFlow Payroll) and our cloud-based storage service (Apple iCloud Drive).

We will also share your data:

- if we are legally required to do so, for example, by law or by a court;
- to enforce or apply the terms and conditions of your contract with us;
- to protect children, for example by sharing information with social care or the police;
- if it is necessary to protect our rights, property or safety; and
- if we transfer the management of ASK, in which case we may disclose your personal data to the prospective buyer so that they may continue the service in the same way.

**We will never share your data with any other organisation to use for their own purposes.**

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by ensuring that:

- documents containing personal data are kept either in the locked filing cabinet in our office or, if we need to refer to them during the opening hours of ASK, in the locked kitchen that is only accessible to staff and then locked in our document box which is put away in a locked cupboard during the hours that ASK is not open;
- nobody, other than our members of staff, has access to the key for the filing cabinet, the key for the document box or the key for any of the ASK storage cupboards;
- the ASK mobile phone containing contact telephone numbers, email addresses, emails, text messages and, from time to time, photographs is protected from unauthorised use by a passcode which is only known to members of staff;

- all records that are stored electronically either on our computers or in our cloud-based software are password protected and these passwords are never made known to anyone who is not a member of staff of ASK;
- all passwords are changed from time to time and are unique to each computer and to each cloud-based software provider;
- whenever we send out group emails we will use the Blind Carbon Copy (BCC) field to enter email addresses to ensure that they are concealed from all other recipients; and
- any cloud-based software providers that we use have rigorous security procedures in place including the use of encryption such as the Secure Sockets Layer (SSL) protocol for the protection of any personal data that we require for our management software and our accounting software.

The servers that store the personal data that we use in our management software and our accounting software hold the ISO 27001 certification. This is one of the most widely recognised independent global standards for security. Certification to this standard involves a lengthy process whereby every facet of the business is examined from a security and process standpoint ensuring the data centre is compliant to the highest security and management standards.

Apple iCloud secures all information by encrypting it when it's in transit, storing it in iCloud in an encrypted format, and using secure tokens for authentication. For certain sensitive information, Apple uses end-to-end encryption which provides the highest level of data security. This means that no one except us can access our information, and only on devices where we are signed in to iCloud. No one else, not even Apple, can access end-to-end encrypted information. Apple uses a minimum of 128-bit AES encryption and all sessions at iCloud.com are encrypted with Transport Layer Security (TLS 1.2) which uses stronger encryption algorithms than SSL. All users of SSL will be migrating to TLS.

### **How long do we retain your data?**

We retain your personal data for up to 3 years after your employment with ASK has ended or until our next Ofsted inspection after you have left ASK. Accident records and medical records, if applicable, are kept for longer according to legal requirements. All phone numbers and email addresses that are stored in our mobile phone or our Contacts application are deleted as soon as you leave ASK.

In some instances (child protection issues, allegations against staff etc.) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

### **Automated decision-making**

We do not make any decisions about your child based on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your personal data;
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and

- request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the Registered Provider/Owner. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk> or 0303 123 1113.

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.