

Twilight Hours Out of School Club

Staff Privacy Notice

At Twilight Hours we respect the privacy of our employees and volunteers. The personal information that we collect about you is used only to manage your employment with us and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

Any information that you provide to us is kept secure whilst you are in our employment, and data that is no longer required* is erased after you leave our employment.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your employment, the Club and other relevant news.

We will only share personal information about you with another organisation if we:

- have a safeguarding concern that relates to you; or
- are required to by government bodies or law enforcement agencies; or
- engage a supplier to process data on our behalf. We currently use Rees Accountants for our Payroll, Peninsular for our HR documentation and Katie Hirst is our Book Keeper.
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that

- we will not be able to continue to employ you if we do not have sufficient information about you
- even after you have left our employment, we have a statutory duty to retain some types of data for specific periods of time* so we can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to keep certain types of data (such as accident and wage records) for set periods of time after your employment ends, but we delete as much personal data as we can as soon as possible.*

This document was adopted by: Twilight Hours	Date: 17 th May 2018
To be reviewed: 17 th May 2019	Signed: