

DATA PROTECTION NOTICE for Staff

Specialist Education Services Ltd is a data controller. Our contact details are:

Specialist Education Services Ltd
The Old Vicarage
School Lane
Heckingham
Norfolk
NR14 6QP

For queries related to this notice please contact:

- the Principal via office@specialisteducation.co.uk or
- our Data Protection Officer at SES_DPO@priviness.eu

As an employee of SES we process your personal data for the purposes of the performance of the contract of employment, including discharge of obligations laid down by law, management, planning and organisation of work, equality and diversity in the workplace, health and safety at work and for the purposes of the exercise and enjoyment of rights and benefits related to employment and for the purpose of the termination of the employment relationship.

If we are unable to process this data we will not be able to continue with our employment contract.

We pass certain data on to third parties including HMRC, your/our Bankers, Insurance Companies, the Disclosure and Barring Service and the Health and Safety Executive, local authorities, the Department of Education and regulatory bodies, such as Ofsted. We may receive and retain personal data about you from the Disclosure and Barring Service and your nominated Referees.

Our legal basis for holding and processing this information is our contract of employment with you and our legitimate interest to provide care for our children and to meet our legal obligations with regard to record keeping under the Children's Homes Regulations 2015.

As required by the law and statutory guidance we may retain records for up to 75 years to meet our obligation regarding the Children's Homes Regulations 2015.

You have the qualified right to request: access to your data, rectification or erasure of the data, restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office or http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

For further information please also see the SES Data Protection Policy and Practice document (available on our website - www.specialisteducation.co.uk/care-education/policies/)