

PRIVACY NOTICE

for
Applicants of Rainbow Nursery

Privacy Notice - Data Protection Act 1998

We, Rainbow Nursery, are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the nursery about those applying for work at the nursery. This is to assist in the smooth running of the nursery and/or enable individuals to be employed. The collection of this information will benefit both national and local users by:

- Improving the management of nursery workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the Nursery Manager and the committee

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment information and remuneration details, qualifications and reference information.

We will not give information about you to anyone outside the Nursery without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data if employed to:

- the Local Authority
- the Department for Education (DfE)
- HMRC

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/>
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Lincolnshire County Council
County Offices, Newland, Lincoln, LN1 1YL
Telephone: 01522 55 22 22
Email: customer_services@lincolnshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.