



## **Staff GDPR Checklist**

As you know, we have recently reviewed all our policies and procedures concerning the personal data we are holding about you. Having concluded this review, I am writing to make you aware of the data we have and to explain a little more about it. All personal information is kept in a locked filing cabinet.

We have the following data:

| Data being held?                                     | Why are we holding it?<br>GDPR 'lawful basis'  | How do we keep it secure  | What will we do with it when you leave?  |
|--|--|---|--|
| Your application form or CV                          | Evidence of robust recruitment procedure – contract / statutory framework  | Locked in office in your personal file accessed by you and the manager  | We will keep it for 6 years as per best practice advice (see PLA link below)   |
| DBS number   | Evidence of suitability for working with children<br>– contract / statutory framework                                  | Locked in office in your personal file and central record file accessed by you and the manager                                  | We will keep the certificate number only for 6 years as per best practice advice (see PLA link below)                          |
| References   | Evidence of robust recruitment procedure<br>– contract / statutory framework   | Locked in office in your personal file accessed by you and the manager  | We will keep it for 6 years as per best practice advice (see PLA link below)   |
| Health declaration                                   | Evidence of fitness for work consent / health and safety at work   | In your personal file accessed by you and the manager Medical staff will be given this information in the event of an emergency | We will keep it for 6 years as part of your employee file  |
| Next of kin details                                  | To assist you if you are unwell or have an accident at work<br>- consent / health and safety at work                   | Held in the register file, accessed by you and the manager  | We will keep it for 6 years as part of your employee pack  |
| NI number and tax code                               | To register you for payroll<br>- contract / HMRC   | The payroll staff and the manager   | We will keep it for 3 years after the end of the tax year to which it relates as per best practice advice (see PLA link below) |
| Copies of examination and qualification certificates | To ensure that you hold appropriate qualifications for the role you are employed.                                      | In your personal file and central record file accessed by you and the manager   | We will keep it for 6 years as part of your employee file  |
| Training details                                     | To ensure that you hold appropriate qualifications for the role you are employed.                                      | In your personal file   | We will keep it for 6 years as part of your employee file  |
| Disciplinary records                                 | To ensure the correct procedure was followed, monitored and training/support was provided to eliminate the recurrence. | In your personal file and on computer, which is password protected, only accessed the manager                                   | We will keep it for 6 years as part of your employee file  |



If you would like to access your personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/>

Useful websites/documents:

Government site: [Recruitment and managing staff records](#)

ACAS site: [staff records](#)

PLA: [Record retention document](#)

I confirm that I know which details my employer is holding about me. I know why they are being kept, where they are being stored and when they will be deleted. I understand that if I wish to review any details being held I should make an application in writing to my employer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_