



# STAFF/WORKERS PRIVACY NOTICE

## Who we are and how to contact us

- **Controller: 1st Staff Limited** (when we deliver services directly to families or under our own contract).
- **Contact (data protection): Data Protection Officer (DPO),**  
[louis@1ststaff.co.uk](mailto:louis@1ststaff.co.uk), 1<sup>st</sup> Staff, Civic Building, 323 High Street, CM16 4BZ Epping.
- **Complaints:** You can complain to our DPO. You can also complain to the **ICO** at [ico.org.uk](http://ico.org.uk) or 0303 123 1113.

## Data we process

Identity/contact, right-to-work, recruitment data (applications, references), DBS/barred-list and sanctions checks, qualifications, contracts/fees, schedules/timesheets, performance/training/induction, device/IT logs (security/audit), incident/disciplinary/grievance, safeguarding/allegations (if any), travel/expenses, emergency contact.

## Why we use your data and our lawful bases

Purpose	Lawful basis
Recruitment & onboarding, right-to-work, SCR	<b>Legal obligation / public task</b> (safer recruitment), <b>contract</b>
Payroll/financial admin	<b>Legal obligation / contract</b>
Safeguarding/allegations (incl. LADO/DBS referrals)	<b>Legal obligation / public task / substantial public interest</b>
Induction/training/quality assurance	<b>Legitimate interests / public task</b>
IT/security (MDM logs, access control)	<b>Legitimate interests / legal obligation</b>



## Purpose

Health & safety / incident reporting

Marketing about vacancies/opportunities (optional)

## Lawful basis

**Legal obligation / vital interests**

**Consent**

Special category data processed under **employment/social protection, health, substantial public interest** (safeguarding), or **vital interests**.

## Sharing

HMRC, pension/benefits providers, referees, DBS/TRA/awarding bodies, IT hosts, commissioners/inspectors, insurers, law enforcement/regulators where required.

## Retention

Recruitment files (successful) **6 years** post-leaver; unsuccessful **6–12 months**; SCR extracts **live + 6 years**; incident/disciplinary **6 years**; safeguarding/allegations **10 years** from closure or longer if advised. See **Records Management & Retention Schedule**.

## Your rights

As above (access, rectification, erasure, restriction, portability, objection). For requests, contact the **DPO**. You can complain to the **ICO**.

## BYOD/IT monitoring transparency

Work data must be used only through approved, managed apps/containers. We do not access your personal content; we may perform **selective wipe** of work data on leaver/loss. See **Mobile Devices / BYOD & Asset Management**.