



## **Privacy Notice – Updated January 2020**

*Top Up Teachers Plus Ltd collects and processes personal data relating to its employees to manage the employee relationship. We are committed to being transparent about how we collect and use the data you provide and to meet our data protection obligations. This Privacy Notice will inform you about why we collect and process a range of information about you.*

### **How we collect data**

We collect data from you in the following ways:

- Application forms
- CVs or resumes
- Passport or other identity documents eg driving licence, utility bills
- Forms completed by you at the start of the employment process
- Correspondence with you
- Interviews with you
- Meetings with you
- Information from criminal record checks permitted by law

We also collect data about you from third parties in the following ways:

- References supplied by previous/current employers

### **What data we collect**

The categories of data that we collect, process, hold and share include:

- Personal information (such as name, address, and contact details, employee or teacher number, details of your bank, national insurance number, information about your marital status, next of kin, emergency contacts)
- Special categories of data including characteristics information (such as gender, age, ethnic group)
- Contract information (such as start dates, terms and conditions of employment, roles, salary information, information about your nationality and entitlement to work in the UK)
- Qualifications (such as skills, experience, employment history, subjects taught)
- Information about your Criminal Record
- Information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)

### **Why we collect, process and hold data**

We use the data we collect for the following purposes:

- To enable us to find suitable employment for you
- To match your requirements to the requirements of the schools in which we operate
- To maintain accurate records and ensure all information is up to date (such as contact details and emergency contacts)



- To enable you to be paid
- To ensure effect general HR and business administration
- To provide references on request
- To maintain and promote equality in the workplace
- To ensure we meet our obligations under health and safety law (such as to produce Risk Assessments from the data collected where appropriate)
- To carry out employment law obligations (such as those in relation to employees with disabilities)

### **The lawful basis on which we process this information**

From the Data Protection Act 2018, Top Up Teachers Plus Ltd collect, hold and process your data under the following GDPR articles:

- The processing of personal data is only lawful if the data subject has given consent to the processing for one or more specific purposes
- The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Processing is necessary for compliance with legal obligations to which Top Up Teachers Plus Ltd is subject

### **How we store this information**

All data is held securely, whether in physical or electronic form. The following measures are in place to ensure the protection of data:

- Locked access to physical records
- Alarmed premises where physical and electronic data records held
- Controlled access to premises where physical and electronic data records held
- Computer with up to date cybersecurity
- Electronic access password protected
- Data encrypted when sent through electronic means
- Disposal of data through secure means

### **How long we store information for (Retention periods)**

Under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, Top Up Teachers Plus Ltd are required by law to keep all candidate and client records for at least 12 months from the last date of employment. Therefore, we can justify holding data for this period of time. If no work is undertaken, then through mutual discussion, all data will be securely erased through the Data Subject's Right to be Forgotten with immediate effect.



### **Who we share this information with**

In order for you to work for Top Up Teachers Plus Ltd, with your consent, we have to share your data with the following people:

- Schools that you work in
- Payroll
- With your prior consent, schools where they wish to consider candidates with your particular qualifications

We may also share data with third parties, when references have been requested, with consent given by you.

### **Why we share this information**

We share this information, with your consent, in order to find and provide you with employment, to pay you for your employment, as part of securing future employment.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Data Protection Officer for Top Up Teachers Plus Ltd. They can be contacted via email: [Julie@topupteachers.co.uk](mailto:Julie@topupteachers.co.uk) or by telephone: 07919 105716.

You also have the right to:

- Object to processing of personal data that is likely to cause damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decision being taken by automated means
- Have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach in Data Protection Regulations.

If you have a concern about the way we are collecting or using your data, we ask that you raise your concerns with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>