



Privacy Notice For Employers



KEITS is committed to adhering to the GDPR (General Data Protection Regulations) this means that we are transparent about why we request certain data from you and what we do with that data.

What is the GDPR?

The GDPR is new legislation which will replace the Data Protection Act as of May 25th 2018.

“The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and was designed to harmonize data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organizations across the region approach data privacy”.

How do we obtain data from you?

- If you make an enquiry via our website enquiry form regarding one of our courses/qualifications, you have to enter your contact details.
- When a member of your staff undertakes qualifications/training with KEITS we will need to obtain some personal data and sometimes some sensitive data to enable us to obtain funding or process the funding for levy paying employers. This information is normally collected by KEITS’ business development consultants at the signup visit.

What type of information is collected from you?

The **personal information** we collect includes your name, company name, company address, company registration number, email address, Company Insurance Name and Policy Number/expiry, number of employees.

The **sensitive information** we may collect from you is your bank details.

Why we collect data and what we use it for:

- Obtain funding from the ESFA (Education and Skill Funding Agency) to support learners with their course/qualification/training
- Contact you with updates, participation in employer surveys and general relevant information and news.
- To inform and report to other external agencies who we are required to disclose to
- Notify you of any changes to our service
- To pay you, where applicable grants/incentive payments etc.

Who will we share your data with? KEITS will only share your details when necessary to comply find funding and quality requirements, bestowed upon us by the below.

- **ESFA** – to obtain funding to support the learners qualifications/courses/training. Also from time to time the ESFA may also contact employers to undertake surveys. Complete audits on us.
- **End Point Assessment Organisations** – For Apprentices undertaking Apprenticeship Standards the EPA assessment organisations require the employer details to send Apprenticeship Certificates to you upon the learner’s completion.
- **Ofsted** – as a government funded training provider we are regulated/inspected by Ofsted to ensure that we are delivering quality provision.

Location	Title	Responsibility	Date Created	Version/updated	Review Date
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- **Pellcomp Software & Training** – are our software providers who provide our software package “Pics” to us and enable us to process learner and employer details to up load to the ESFA to generate funding.
- **EDRS – (Employer Data Record Service)** – KEITS have to register all employers with the EDRS to allow government funded learning to take place.

Retention of Data – As KEITS are ESF match funded we are required to hold some of your data until 2030. We would not hold bank details until this period, only the company details and the contracts.

Rights to be forgotten – Under the GDPR data subjects have the right to be forgotten and you can contact the data controller to request that your data is deleted. However there are restrictions on this where the right to be forgotten does not apply.

- to comply with a legal obligation for the performance of a public interest task or exercise of official authority
- for public health purposes in the public interest;
- archiving purposes in the public interest, scientific research historical research or statistical purposes; or
- to exercise or defence of legal claims.

Subject Access Requests – Anyone has the right to know what information is held on them and companies have to respond within 30 days.

Data Subject - is you, the employer.

Data Controller – is an entity that determines the purposes, conditions and means of processing personal data. KEITS, ESFA, Awarding Bodies, Ofsted, are all Data Controllers.

Data Processor – is an entity which processes personal data on behalf of the controller i.e. KEITS.

Who are the ICO – The information Commissioners Office are the UK’s independent authority set up to uphold information rights in the public interest <https://ico.org.uk>

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact KEITS Training Services head office on 0208 327 3800 or info@keits.co.uk

I am aware that my data will be held/and or computerised by KEITS for the purpose of education and industry links. These details may be disclosed to the organisations or individuals which have been named above and KEITS are obliged to consult with.

Name:

Signature:

Date:

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