



Privacy Notice for KEITS Employees

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 supersede 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 apply for a position with KEITS you will provide us with your contact details
- If you accept a position working for KEITS you will provide us with some personal and some sensitive data to enable us to engage your services and to issue you with a contract of employment
- If you undertake qualifications/training with KEITS we will need to obtain some personal data and sometimes some sensitive data to enable us to obtain funding, register you for training and/or a qualification and certificate you on achievement.
- We may gather information as part of surveys to inform industry planning as part of government backed initiatives.

What type of information is collected from you?

The **personal information** we collect includes your name, home address, email address, contact details, car insurance certificate.

The **sensitive information** we may collect from you is your age, gender, NI number, passport number, driving licence number, bank details.

Why we collect data and what we use it for:

- Obtain funding from the DfE (Department for Work and Pensions) to support you with your course/qualification/training
- Provide you with updates, participate in surveys and general relevant information and news
- Inform and report to other external agencies who we are required to disclose to
- Notify you of any changes to your working arrangements
- Pay your salary & expenses
- Inform your pension scheme
- Assess risk for safeguarding of learners and yourself when driving

Who will we share your data with?

KEITS will only share your details when necessary to comply with our statutory responsibilities, funding and quality requirements, bestowed upon us by the below.

- **Stein Richards Ltd** – our accountants who process KEITS payroll
- **HMRC** - to pay NI contributions and PAYE
- **Department for Education** – to obtain funding to support qualifications/courses/training.
- **End Point Assessment Organisations** – For KEITS Apprentices undertaking Apprenticeship Standards the EPA assessment organisations require KEITS to provide information relevant to the apprenticeship EPA.
- **Ofsted** – as a government funded training provider we are regulated/inspected by Ofsted to ensure that we are delivering quality provision.
- **Advanced Business Software & Solutions Ltd** – are our software providers who provide our software package “Pics, Smart Assessor” to us and enable us to process details of assessors & trainers to up load to the DfE to generate funding.
- **Disclosure & Barring Service** - to fulfil our obligations for working with young and or vulnerable people
- **Pension Scheme** - as part of your contractual working agreements
- **HR On-Line** - employment details as required for HR management

Retention of Data

As a KEITS employee we are required to hold some of your details for up to seven years by HMRC. We would not hold bank details until this period, only your employment details and salary information.

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
- 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 employee.

Data Controller

is an entity that determines the purposes, conditions and means of processing personal data. KEITS, Department for Education, Awarding Organisations & 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 your personal email address, or any of the other information we hold is inaccurate or out of date, please contact Emma Bridgen on 0208 327 3805 or e-mail emma.bridgen@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

Location	Title	Responsibility	Date Created	Version/up dated	Review Date
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