

Data Controller: Itec Training Solutions, 02920663800

Data Protection Officer: Joanne Parker, Business Assurance Officer, data.security@itecskills.co.uk

The organisation collects and processes personal data relating to its associates and those working on a self-employed basis to manage the contract of services relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your service agreement;
- details of your bank account and national insurance number;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- assessments of your performance;
- insurance information
- relevant qualification information

The organisation collects this information in a variety of ways. For example, data is collected through, CVs or resumes; obtained from your passport or other identity documents such as your birth certificate or driving licence; from forms completed by you at the start of or during your provision of services; from correspondence with you; or through meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by former employers, or other third parties, information from Education Workforce registration and criminal records checks permitted by law.

Data is stored in a range of different places, including in your service level agreement file and in other IT systems (including the organisation's email system).

Why does the organisation process personal data?

The organisation needs to process data to enter into a contract of services with you and to meet its obligations under your contract of services.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, to check your entitlement to work in the UK, for certain contracts of service, it is necessary to carry out Education Workforce checks and criminal records checks to ensure that individuals are permitted to undertake the services in question.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the contract of services relationship.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of individuals and has concluded that they are not.

Who has access to data?

Your information will be shared internally, including with members of the HR and recruitment team, finance team (including supplier payments), managers in the business area in which you provide services and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to; obtain references from other employers and relevant third party referees and for some contracts of services with Awarding Bodies for approval for qualification delivery, with the Education Workforce for registration confirmation and third party providers to obtain necessary criminal records checks from the Disclosure and Barring Service. The organisation may share your data with the Education Workforce Council (Independent Regulator), Award Bodies, and the Disclosure and Barring Service, where the organisation is required by law to make a referral. The

organisation may also share your data with other legitimate public or government bodies, for example HMRC, Office of National Statistics, as required by law.

The organisation also shares your data with third parties that process data on its behalf, in connection with processing payments, taking legal advice and other types of advice from external consultants.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The processes in place are as outlined in the; Data Protection Policy and Procedures; Information Security Policy and the Acceptable Use Policy.

Where the organisation engages third parties to process personal data on its behalf, they do so, on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

The organisation will hold your personal data for the duration of your contract of services and for 6 years after the last date of you being engaged in providing a service.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Jo Parker, Business Assurance Officer, data.security@itecskills.co.uk or in her absence the HR Department humanresources@itecskills.co.uk. You can make a subject access request by completing the organisation's form (Subject Access Request Form) for making a subject access request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations under your contract of service to provide the organisation with data. Failing to provide the data may mean that the parties are unable to exercise their statutory rights.

Certain information, such as contact details, your right to work in the UK, and payment details, have to be provided to enable the organisation to enter a contract of services with you. If you do not provide information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the contract of services relationship efficiently and may lead to the termination of the Agreement held with you

Automated decision-making

Contract of Service agreement decisions are not based solely on automated decision-making.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	New Policy in line with GDPR Regulations	Esther Barnes	May 2018