

Staff Privacy Notice

This is the Staff Privacy Notice as adopted by the Unloc Leadership Board on Thursday 14th July 2022 and will be reviewed within two years of this date. This notice seeks to outline the data we collect and store about members of staff and the legal frameworks in which we do so.

The type of personal information we collect

We currently collect and process the following information:

- Your name
- Your contact details including phone number, private email address, home address
- Your emergency contacts' details
- Your DBS Certificate details
- Your national insurance number
- Your bank account details
- Your date of birth
- Your driving licence details
- Your right-to-work documents e.g. passport
- Your qualifications details

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To carry out statutory obligations relating to employment
- To carry out statutory obligations relating to safeguarding children and young people
- To ensure your safety in the workplace
- To ensure strong communication within the organisation
- To engender trust with our partner organisations
- To offer transparency and mitigate conflicts of interest

We may share this information with partner organisations including but not limited to partner schools, colleges, universities, local authorities, health care trusts, partner businesses, and others. All staff members must sign a data sharing agreement and this forms part of each staff member's contract of employment.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. This is primarily given through signing a contract of employment and any revocation of consent would be a breach of contract and therefore lead to disciplinary action and likely dismissal.
- We have a contractual obligation.
- We have a legal obligation.

Data storage

Information and records relating to staff members are stored securely and will only be accessible to authorised staff and volunteers. Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately, ensuring true deletion so that data cannot be easily retrieved. In most cases, staff information is deleted 6 months after they cease working at Unloc, unless there is a situational legal basis to keep such data. It is Unloc Learning Limited's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

Data is shared with and stored using the following third parties as required for business critical purposes:

- Google Workspace
- Monday.com
- Quickbooks
- Checks Direct
- High Speed Training
- Solent First Aid
- Perkbox
- Health Assured
- Apple Business Manager
- Jamf

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