

Privacy Notice

(How we use staff information)

Activate Learning is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns employees working for companies who are tenants of Activate Learning's premises.

Activate Learning Further Education Corporation is the controller of personal information and is subject to the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR).

We collect, use and share your personal information in order to meet Activate Learning's legal obligations regarding safeguarding.

What information we hold

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, photograph);
- Employment information (such as company of employment);

Why we hold your information

We use staff information to:

- Comply with the law regarding data sharing towards DBS checks;

The lawful basis for using this information

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of staff information, we collect and use information under our legal obligation.

Storing your information

We store staff information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained on the Activate Learning website. We only share your personal information with the DBS Service and do not share your personal information with any other third parties.

We will hold your personal information until the DBS Check is processed, after which time it will be confidentially destroyed.

Requesting access to your personal data

Under data protection legislation, staff members have the right to:

- Request access to the information we hold about them (Subject Access Request);

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations.

Contact

In order to make a Subject Access Request or to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: dpo@activatelearning.ac.uk

Phone: 01865 551228

Address: Activate Learning
City of Oxford College
Oxpens Road
Oxford
OX1 1SA

Concerns

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