

Privacy Notice for Staff

This month, we're updating our Privacy Policy to make it easier for you to understand what information we collect and why we collect it.

Nothing is changing about how your information is processed.

We're making these updates as new data protection regulations come into effect in the European Union, and we're taking the opportunity to make improvements.

What Information do we collect from you?

Full name, date of birth, your address, passport information your contact telephone numbers and email address, your certificates, your references, copies of your contract. Finally we ask for your bank information so that you can be paid.

Why do we collect this information?

To be able to comply with our legal obligations. In GDPR terms we use your data for the pursuit of legitimate interests only.

Who might we share your information with?

- 1) Our accounts department/accountant
- 2) Civil and Corporate (third party DBS processors)
- 3) HMRC

How long do we keep hold of your information?

We keep your information for the legally required time and after this your information is shredded and/or destroyed. You can read more about this in our GDPR policy

How can I access the information you hold about me?

Contact us on: 2office@iscaschool.com to organise a time to come in. You will need to provide two forms of valid identification (one must be valid photo ID – either passport or photo driving licence) before we will share information with you.