

Privacy Notice

We provide HR and payroll services on the behalf of organisations and in undertaking those services we may share personal data with other institutions as is necessary. This is to be able to perform our duties in complying with a legal process or regulations such as employment law for the provision of employment contracts to meet our contractual obligations and payroll requirements in order for employees to be paid.

Scope

This privacy notice explains how we process personal data (including special category data) of employees on behalf of our clients in the course of our personnel and payroll activities. This notice will be amended as necessary.

Personal data

This is any information about a living individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The personal data may include identifiers such as name, date of birth, home address, personal characteristics such as gender and ethnic group, qualifications and absence information, job related information such as years of service, work location, contract data, government issued identification numbers such as national insurance and other information necessary for payroll purposes and bank account details.

As a third party provider we may collect, use, store and transfer different kinds of personal data about you in order to comply with our legal obligations specifically in line with employment and payroll legislation

The personal data we hold

Personal data that we collect, use, store and share about individuals may include, but is not restricted to:

- full name and title and date of birth and gender
- postal address, email address and phone number
- IP (internet protocol) address
- name of organisation employed by
- details of any medical conditions
- national insurance number
- bank account details
- passport details
- attendance information

Why is the data being held?

Special category (sensitive) data is processed for the following purposes where it is necessary for compliance with a legal obligation: workforce administration, legal compliance in the provision of employment contracts, payroll and tax, as well as internal reporting/auditing purposes.

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Who will it be shared with?

In order to fulfil our obligations we may need to share information with third parties for them to be able to process your data in the payment of salaries, for occupational health purposes and to ensure safeguarding needs are met.

Security, storage, retention

We keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage. Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

Request erasure of your personal data

You are enabled to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Your rights to your personal information

You have the right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. Please use the contact details at the end of this policy if you would like to exercise this right. EducateHR Ltd is a data controller alongside your employer and, we will co-operate with valid requests from your employer in relation to your data.

Contact details

If you have any concerns about any aspect of this privacy policy contact info@educatehr.co.uk