

## **PRIVACY NOTICE – EMPLOYEES**

**Data controller:** European School of Osteopathy (“ESO”)  
Boxley House  
Maidstone  
Kent ME14 3DZ  
Tel. No. 01622 671558

### **1.0 INTRODUCTION**

This Privacy Notice explains how we will collect and process personal data in respect of employees.

The ESO is committed to being transparent about how it collects and uses that data and to meeting our data protection obligations under the General Data Protection Regulations (“GDPR”).

### **2.0 WHAT INFORMATION DO WE COLLECT?**

We collect a range of information about you in the course of your application to join us as an employee and subsequently when you commence employment with us. Some information is provided by you directly, some is provided by third parties as part of your application and our selection processes; and some is gathered during your employment with us. By way of example, this data includes:

- your name, address and contact details, including email address and telephone number, your date of birth, gender
- your image e.g photograph
- your courses and qualifications/grades
- data about your education, skills, experience and employment history;
- sensitive data about your health and medical conditions which might require support from us in line with our obligations under the Equality Act 2010 and also as part of our sickness absence management process
- data regarding your nationality and right to work in the UK
- information regarding your references
- information regarding your performance including appraisal documentation
- your training records
- equal opportunities monitoring data such as your ethnicity, sexual orientation, religion and beliefs (should you choose to provide this data).

### 3.0 HOW DO WE COLLECT YOUR DATA?

The ESO will collect your personal data in a variety of ways, such as:

- from your covering letter/application form/CV
- from your self-certification form and Fit Notes (issued by a doctor)
- via the appraisal process
- from your line manager
- from third parties, such as:
  - your school, college, university or employers who may be providing a reference for you
  - the Disclosure & Barring Service (“DBS”) for information about criminal convictions (where appropriate)
  - your GP, our Occupational Health provider and/or other medical professionals

### 4.0 THE LEGAL BASES FOR PROCESSING YOUR PERSONAL DATA

There are six lawful bases for processing personal data and we will only process your personal data for specific purposes in accordance with these legal bases as follows:

**4.1 Consent** – if you provide us with sensitive personal data regarding your health and medical conditions either as part of the application process or once as an employee of the ESO, then you consent to us using that personal data to ensure we make reasonable adjustments and provide the necessary support to enable you to undertake your employment with us.

**4.2 Contract** – this legal basis allows us to use your personal data to interact with you prior to your employment with the ESO, as part of the recruitment process, to communicate and to answer any queries you might have of us.

**4.3 Legal obligation** – processing your personal data under this basis is necessary for us to comply with the law; and so, we will use your data to meet our legal and compliance obligations in respect of immigration matters; and to meet our compliance obligations in respect of other Government organisations such as The Office for National Statistics.

**4.4 Vital interests** – we will only process your data in this regard if it is essential to do so in order to protect your or another person’s life.

**4.5 Public task** – we may use your personal data to monitor the diversity profile of our prospective and current employees. This will include information covered under the Protected Characteristics such as your ethnic origin, nationality, religion/beliefs, sexual orientation and disability.

**4.6 Legitimate interests** – we have a legitimate interest to process and store your data as part of the recruitment process and during your employment. We also have a legitimate interest to use your personal data to provide references to third parties on your behalf and to include you within our Alumni program following your employment (if applicable).

### 5.0 WHO WILL WE SHARE YOUR DATA WITH?

During the application process and while you are employed by us, we may need to share your personal data with internal staff and external third parties, including:

#### Internally

- Your line manager.
- The HR Manager.
- Staff responsible for IT and training services.
- Members of the Executive Team.
- The CEO and Board of Trustees (if appropriate)

#### Externally

- The Disclosure & Barring Service to run criminal record checks
- Auditors such as the UKVI
- Government departments/agencies where we have a statutory obligation to provide data e.g The Office for National Statistics.
- Crime prevention/detection agencies e.g the Police, Trading Standards
- Current or potential employers/agencies to enable us to provide or seek references on your behalf
- Parents, guardians and next-of-kin
- Third party surveys
- MPR – our external IT support consultants

### **6.0 HOW LONG WILL YOUR DATA BE RETAINED?**

Subject to the exception below, your data will be retained by us for a period of 6 years following the end of your employment with us.

- If you agree to join our Alumni program, your personal data will be retained indefinitely but subject to two yearly reviews reminding you of your right to withdraw your consent.

### **7.0 PROTECTING YOUR DATA**

The ESO takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties and our external IT consultants but only at our request and only to ensure specific IT support measures are enabled.

Please refer to our Information Technology Policy for further information.

### **8.0 YOUR RIGHTS**

Under the General Data Protection Regulations, you have the following rights:

- To be informed about the collection and use of your personal data
- To access and have copies of your personal data
- To require the ESO to amend your data if it is incorrect, or complete it if it is incomplete
- To have your personal data erased when, as an example, it is no longer required, or the processing no longer has a legal basis. Please note there are exceptions such as when the processing must continue by law or it is in the public interest
- To request that the ESO restricts the processing of your personal data. This will only apply in specific circumstances and for a set period.

- To data portability such that we will provide you with the personal data we hold about you so that you may transfer it to another data controller
- To object to the processing of your personal data unless we can evidence legitimate grounds to continue processing

Please note that we do not carry out any automated decision making (including profiling) of personal data.

If you would like to exercise any of these rights, please contact the HR Manager.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via <https://ico.org.uk/make-a-complaint/>

## **9.0 WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

You are under no statutory or contractual obligation to provide data to the ESO during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all. We will also not be able to fulfil our contract with you as your chosen employer. Furthermore, you are under no statutory or contractual obligation to allow the ESO to retain your personal data for Alumni purposes and can withdraw your consent at any time.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application and/or employment if you choose not to provide such information.

## **10.0 KEEPING US UPDATED**

Please do keep us informed of any changes to the information we hold about you.

*If you have any questions about this Privacy Notice or how we process your personal data, please contact a member of the Executive Team.*