



Staff data protection notice

Overview

Global Education Oregon in London is committed to protecting the rights of staff in line with data protection law and this data protection notice explains which information is collected, how your information is used, and who it may be shared with.

As a data controller, we are responsible for deciding how we hold and use personal information about you. This notice explains to you what decisions we have taken in relation to that information.

Global Education Oregon in London is registered with the Information Commissioner's Office (ICO) to process personal data and you can view the registration on the ICO's website under the [Data Protection Register](#).

Other data protection policies can be found here: <http://www.geolondon.org.uk/privacy-policies/>

The kind of information we hold about you

We will collect, store, and use a variety of categories of personal information about you. We may also collect, store and use "special categories" of more sensitive personal information.

Category of personal data	Disclosure recipients	Purpose of processing	Legal basis of processing
Contact/bank details (name, address, Tel email/bank account details/ Passport or driver licence number/NI number/photograph)	Members of the organisation who supervise or are involved in the service provision and payroll functions/ pension providers/ Legal/HR advisors/ potential employers	To ensure correct and legal information under contract of employment and with legislative bodies such as HMRC. To enable payment of salary/wages/NI/tax/pension contributions/expenses	Necessary for the performance of a contract to which the data subject is a party. Necessary for compliance with a legal obligation.
Medical information	Members of the organisation who may be involved in managing absence/payroll provider/Legal/HR advisors	To ensure employees' legal rights are met. To protect employees' health and safety. To plan staffing levels and any necessary absence cover	Necessary for the performance of a contract to which the data subject is a party. Necessary for compliance with a legal obligation. Necessary for the legitimate interests of the





			organisation.
Notes on student feedback, complaints, issues or problems	Members of the organisation who may be involved in performance management	To administer our business	Necessary for the performance of a contact to which the data subject is a party. Necessary for the legitimate interests of the organisation.

How is your personal information collected?

We collect personal information about our employees through the application and recruitment process directly from candidates. We may sometimes collect additional information from third parties including former employers, credit reference agencies and/or other background credit agencies.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How we will use information about you

We will only use your personal information when the law allows us to.

Situations in which we will use your personal information

There are a variety of situations in which we will use the information we collect about you. Where we use your personal information to pursue the legitimate interests of the business, we will only do so provided your interests and fundamental rights do not override those interests.

Some of the grounds for processing listed in the table above will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.





Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Do we need your consent to use particularly sensitive information?

We do not need your consent if we use your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Why might you share my personal information with third parties?

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information 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.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Your duty to inform us of changes





It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information 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. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please use the contact details given at the end of this document.

How to raise a query, concern or complaint

If after reading this page you still have queries, concerns or wish to raise a complaint you should contact:

Dr Amanda Milburn
Email: amanda@geolondon.org.uk
Tel: 020 7831 2760

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for investigation. The Information Commissioner can be contacted at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire





GEO in London

Study Abroad in London with Global Education Oregon

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The [Information Commissioner's Office](#) also provides useful advice and guidance on data protection.

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