



Employee Privacy Policy

Our contact details

Name: Focus Training (SW) Ltd

Address: 69 St Modwen Rd, Plymouth, PL6 8LH

Phone Number: 01752 348980

E-mail: data@tftg.org

DPO: Jamie Rail

DPO Email: DPO@tftg.org

Policy last updated: 12 January 2024

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, name, gender, date of birth, email, telephone and postal contact details
- Emergency contact details, including next of kin
- Recruitment information, proof of id, right to work, cv & application, references, skills, grades, driver's license and DBS checks
- Employment information, NI number, bank account details, remuneration, benefits & tax records, workplace location & location data, system usage, performance information, training records, work history, hours, and professional memberships
- Special Category Data, including, ethnicity, trade union membership, health data including dietary and accessibility requirements, biometric data including photos and CCTV footage.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Recruitment.
"Legitimate Interest" is the lawful basis for processing your data.
- Employment.
"Contract" is the lawful basis for processing your data.

- Employment Records.
“Legal Obligation” is the lawful basis for processing your data.
- Special Category Data is processed under article 9,
for employment we use “Contract” and for archiving, research, and statistics we use “Legal Obligation” as the lawful basis for processing your data.

We also receive personal information indirectly with your consent, from the Disclosure and Barring Service (DBS).

We use the information that you have given us to manage your ongoing employment including your recruitment and to comply with government regulations on employment records.

We do not undertake any automated processing of your personal data.

We will use pseudo-anonymisation for analysis and statistical reporting when allowed.

We may share this information with our payroll provider, recruitment consultants and HMRC.

We share your data with:

[HMRC for right to work, taxation and national insurance](#)

Our [Disclosure and Baring Service provider DBSChecks.org.uk](#)

Our [Pension & Life Assurance provider: Aviva](#)

Our [Payroll provider: Westcotts](#)

Our [information technology support provider: Orbiss](#)

Our [back-office system provider: Microsoft 365](#)

Our [communications platform provider: WhatsApp](#)

Our contracted training partners such as Colleges and Commercial Partners that you will be working with during your employment.

Our Security Monitoring and Disaster Recovery services.

Additional data sharing will be disclosed in your employment contract where relevant or in Employee Learner Contracts for CPD records.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- **We have a legitimate interest in recruiting talent.**
- **We have a contractual obligation in managing employment.**
- **We have a legal obligation to keep HR records.**

How we store your personal information

Your information is securely stored and regularly backed up.

We keep your;

Candidate Recruitment information for 24 months. We will then dispose your information by secure deletion, only retaining statistical data.

Employment information for 7 years following the completion of your employment contract. We will then dispose your information by secure deletion, retaining only statistical data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. However, we may charge a reasonable fee if your request for access is unfound or excessive. Alternatively we may refuse a request for access in such circumstances.

If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

- Phone: 01752 348980
- E-mail: data@tftg.org
- Or by post at
Data Team, Focus Training, 69 St Modwen Rd, Plymouth PL6 8LH

I confirm I have read and understood the above privacy notice

Name: _____

Signature: _____

Date: _____

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us,

By Email: privacy@tftg.org

By post: Data Protection Officer, Focus Training, 69 St Modwen Rd, Plymouth PL6 8LH.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>