

## Centre of English Studies Privacy Policy for Staff

Name: Centre of English Studies

Address: 12 Stoke Abbott Road, Worthing, West Sussex, BN11 1HE

Phone Number:00 44 (0)1903 231330

E-mail: Michael@ces-schools.com

EU Representative: Michael Quinn

Web address: <https://www.ces-schools.com/>

Centre of English Studies will collect and use personal information about you that provided by you. We do this through the completion of various forms which ask for your personal details

We hold and use your information to help us fulfil our contractual obligations to you (i.e.to pay you) and to help us provide a safe and secure environment for you to work in. We also use the information in order to ensure that we all have a safe and secure environment for our students (i.e. by asking you to undertake DBS checks)

The information we hold includes (but is not necessarily limited to) your

<b>Personal Data</b>	<b>Lawful Basis</b>	<b>Retention Period</b>
Personal contact details	Contract	3 years or for as long as the legal basis for processing is applicable
Banking details & HMCR	Contract & Legal	3 years or for as long as the legal basis for processing is applicable
Evidence of DBS clearance	Legitimate Interest	3 years or for as long as the legal basis for processing is applicable
Health Questionnaire	Vital Interest	3 years or for as long as the legal basis for processing is applicable
Educational qualifications	Contract	3 years or for as long as the legal basis for processing is applicable

We will hold all of your personal information securely and only those with a legitimate need to access it will be permitted to. We will not pass any personal information on to third parties unless we have received your **explicit written consent** to do so.

You can ask to see any information we hold about you.

There is no cost to see this information

You can see the full CES Data Protection Policy here by looking on our website or by contacting the Principal

### **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 erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**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.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Michael Quinn if you wish to make a request.

## **How to complain**

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

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>