

In order to work for by LSI, we need to request, use and keep (process) your personal data. This Privacy Notice details how and why we do that and your rights concerning the data we process.

What kinds of Personal Data will LSI process?

- Personal information (such as name, age, address, gender, nationality, country of birth, level of English)
- Qualifications, level of English, employment history and references.
- Identification data to enable DBS and other statutory checks such as Right to Work in the UK.
- DBS certification numbers if already possessed and valid.
- Financial information (such as bank account details and transfer records)
- National Insurance number (N.I.N)

Why does LSI Process this Personal Data?

We use the data:

- To ensure you meet our requirements for the position.
- To implement our Safeguarding and Safer Recruitment policies and ensure the safety of our students.
- To match you appropriately to teaching assignments and/or other roles within the company.
- To make payments to you for work done for LSI.
- To reimburse you for authorised expenses incurred while working for LSI.

Who do we share personal data with?

We share the following information with Due Diligence Checking (ddc.net.uk) in order to obtain Disclosure and Barring Service (DBS) checks:

- Name, age, gender, N.I. number, identification documents (passport/utility bill/driving license etc).

We may share the following personal data with Accreditation bodies and governmental departments as part of the inspection process:

- Name, age, gender, address, qualifications, Right to Work in the UK, work history, mother tongue.

We share the following personal data with Inland Revenue:

- Name, age, gender, NI number, address, payment and working hours.

Why do we share your personal data?

We do not share information about our staff with anyone without their consent unless the law and our policies allow us to do so.

We share information in order to be able to safely and appropriately employ you.

We share information to enable Accreditation bodies and government departments to inspect and accredit us successfully.

We may share data and employment history with Inland Revenue/UKVI on demand.

Requesting access to your personal data

Under data protection regulation (GDPR) you have certain rights regarding personal data. You have the right to:

- request access to your personal data we process.
- request LSI corrects any errors within your personal data.
- claim compensation for damages caused by a breach of Data Protection Regulation
- request that LSI delete any personal data we process.

Please be aware that we reserve the right to withhold or curtail work should a request by you to delete or withhold your personal data prevent us from enforcing our Safeguarding and/or Safer Recruitment Policies or assigning you appropriate work.

Contact

If you would like to discuss anything in this privacy notice or if you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the school directly. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>