

THE PRIORY LEARNING TRUST

Workforce Privacy Notice



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Personal contact details such as name, title, addresses, telephone numbers, and email addresses

Date of birth

Gender

Marital status and dependants

Next of kin and emergency contact information

National Insurance number

Bank account details, payroll records and tax status information

Salary, leave and absence, pension, and benefits information

Start date and, if different, the date of your continuous employment

The terms and conditions of your employment

Leaving date and your reason for leaving

Location of employment/workplace

Copy of driving licence and vehicle information

Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)

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its employees in the performance of their duties.

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 and have written agreements in place with them to govern the security of data.

Pensions

Our pension providers are the data controller for the info

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Rights of access, correction, erasure, and restriction

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

You have the right to:

Request access

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 the restriction to destruction of your records in the event you need them, and they are nearing the end of their retention period.

Request the transfer of your personal information to another party.

If you want to review, request the restriction to destruction of your personal data, or request that we transfer a copy of your personal information to another party, please contact info@theplt.org.uk.

References received from third-party organisations are considered to have been provided in confidence. Any requests for access to confidential references will be considered in accordance with the wishes of the third-party organisation.

If you wish to make a change to the data we hold about you, please contact info@theplt.org.uk.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

