

Privacy Notice – Colleagues, Applicants, Workers



1. Introduction

This Privacy Notice applies to current and former staff (colleagues), applicants, workers, contractors, consultants, and self-employed colleagues of Total People/MOL and their next of kin (“you” or “your”).

There is a bite-size version of this notice available at:

<https://www.totalpeople.co.uk/dataprotection/>

<https://www.mollearn.com/dataprotection/>

2. What is the purpose of this document?

Total People and MOL (“we”, “our”, “us”), are committed to protecting the privacy and security of your personal information (“personal data”). This Privacy Notice describes how we collect and use personal information about you in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (the “GDPR”), together with other UK data protection laws.

Our Data Protection Policy, as well as more information on how we process personal data, can be found at: <https://www.totalpeople.co.uk/dataprotection/> You can also contact our Data Protection Officer at dpo@ltegroup.co.uk if you have any questions regarding this document.

It is important that you read this Privacy Notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using your personal data and what your legal rights are in relation to it.

3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Some of the personal data we collect about you is classed as being 'special category personal data'*, for example information relating to your ethnicity or any disability. Access to and sharing of this information is controlled very carefully.

The categories of personal information that we may collect, store, and use about you may include:

	Applicants	Colleagues	Next of Kin
Complaint/grievance/disciplinary information		✓	
Criminal offence data*	✓	✓	
Data captured by CCTV systems	✓	✓	✓
Data relating to performance and reviews		✓	
Date of birth		✓	
Disability/learning difficulty/health status*	✓	✓	
Employment records (job title, work history, training records, employment references, professional qualifications, and memberships)	✓	✓	

	Applicants	Colleagues	Next of Kin
Gender	✓	✓	
Identification, visa/immigration documents	✓	✓	
IP addresses and cookies	✓	✓	✓
Marital status	✓	✓	
National Insurance number	✓	✓	
Next of kin and emergency contact information		✓	
Occupational health (including medical health) data*		✓	
Personal information and contact details	✓	✓	✓
Photographs/videos for business purposes		✓	
Photographs/videos for marketing purposes	✓	✓	✓
Race, religion, nationality, or ethnicity*	✓	✓	
Recruitment information (right to work documentation, references, resume, cover letter, etc)	✓	✓	
Religion*	✓	✓	
Salary, benefits, correspondence, annual leave, absence*, pension, bank account, payroll, and car registration information		✓	
Sexual orientation*	✓	✓	
Tax status information	✓	✓	

We may collect additional personal information during the course of job-related activities during our relationship with you.

4. How is your personal information collected?

We typically collect personal information about colleagues through the application and recruitment process, usually directly from you or through a third party, such as recruitment agencies, previous employers and the Disclosure and Barring Service.

5. How will we use information about you?

Overall, we use your personal data to manage your relationship with Total People as a colleague. We have set out the main purposes for processing below.

Data protection laws require us to meet certain conditions before we are allowed to use your personal data in the manner described in this Privacy Notice, including having a "lawful basis" for the processing. Where we process special category personal data or criminal offence data, we are required to establish an additional lawful basis for processing that data.

Some of the below grounds for processing will overlap and there may be several grounds which justify our use of your personal information. We may process your personal information without your knowledge or consent where this is required or permitted by law.

Purpose	Lawful Basis
To assess your suitability for working with us and participants on our programmes	<ul style="list-style-type: none"> To comply with our legal obligations, e.g. for equalities and immigration law, or health and safety law Performance of a task in the public interest (education) Necessary for the performance of a contract

Purpose	Lawful Basis
To administer, or otherwise deliver, our obligations arising from your contract of employment	<ul style="list-style-type: none"> • Necessary for the performance of a contract • To comply with our legal obligations, e.g. in tax, employment or health and safety law • Performance of a task in the public interest (education) • Where it is in our/your legitimate interests Where it is needed to protect a person's vital interests and you are not capable of giving your consent (e.g. in an emergency) • With your consent (where applicable)
Equal opportunities monitoring	<ul style="list-style-type: none"> • To comply with our legal obligations
Internal and statutory reporting, audit, and other legal obligations, including compliance with health and safety law	<ul style="list-style-type: none"> • To comply with our legal obligations, e.g. employment and health and safety law • Performance of a task in the public interest (education)
Photography for promotional/advertisement purposes	<ul style="list-style-type: none"> • When using your personal data for marketing or publicity purposes, we will generally rely on our legitimate interests in promoting LTE, including our programmes, our activities and our overall aims and objectives • In certain circumstances we will also obtain your consent for processing your data in this way

Do we need your consent?

We do not generally process your personal data based on your consent (as we can usually rely on another lawful basis, [as outlined in the table above](#)). If we do process your personal information based on your consent, we will inform you of this before we start the processing and you will have the right to withdraw your consent at any time.

6. 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 of employment we have entered into with you, such as paying your salary or providing a benefit. We may also be prevented from complying with our legal obligations, such as ensuring the health and safety of our colleagues.

7. 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.

8. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be

taken about you using automated means, however, we will notify you in writing if this position changes.

9. Data sharing

We may share your personal data with third parties that are essential to complying with our legal and contractual obligations, e.g. salary and tax data to HM Revenue & Customs, to police for crime prevention, and third-party technology providers. A full register of who we may share your personal data with and why is available on request: dpo@ltegroup.co.uk

All parties who we share data with are required to take appropriate security measures to protect your personal information, in line with our policies. We do not allow our third-party partners/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.

Your data may be transferred outside of the UK, for example, where we use third party providers to deliver our services, such as externally hosted software or cloud providers who store data globally. We undertake strict due diligence on all partners to ensure that they have the adequate safeguards in place to protect your data under Article 46 GDPR.

10. Data security

We have measures in place to help protect the security of your information (see: [Information Security Policy](#)).

- Where the infrastructure is in our direct control, we have put in place appropriate security measures to help 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 legitimate 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.

You must ensure you adopt secure working practices when using any IT system, network, or application to communicate and store information. This includes protecting your logon credentials and not sharing or allowing others to know or use these. The [Acceptable Use Policy](#) sets out LTE Group's policy on information security.

11. Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Details of retention periods are available in our [Records Management Policy](#) and [Data Retention Schedule](#) (also available on request from dpo@ltegroup.co.uk).

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.

Once we no longer require access to your personal information we will retain and securely destroy it in accordance with our data retention policy and applicable laws and regulations.

12. 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. You can update your information at any time on the [iTrent](#), or by raising a ticket to HRSS via the [Colleague Self-Service Portal](#).

13. Your individual rights in connection with personal data

Subject to certain conditions, you have the following rights in relation to your personal data:

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 where there is no good reason for us continuing to process it.

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.

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.

Suspend processing of your personal information, for example if you want us to establish the accuracy of the data we are processing.

If you wish to invoke any of the above rights, please contact us via email: dpo@ltegroup.co.uk or by raising a ticket via the [Colleague Self-Service Portal](#).

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/>).

14. If you are unhappy with how we have handled your data

If you are unhappy with how we have handled your data, you may lodge a formal complaint with the following department:

The Company Secretary & General Counsel
LTE Group
Ashton Old Road
Manchester
M11 2WH

dpo@ltegroup.co.uk

If you do not wish to discuss your complaint with us, or you are unhappy with our response, you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner's Office (ICO).

This can be done through live chat on the ICO website, or via the telephone:
www.ico.org.uk/livechat

0303 123 1113

More information on the ICO's complaint procedure can be accessed at:
<https://ico.org.uk/make-a-complaint/>