Data Protection Privacy Notice

PETA Limited provides a range of services to both members of the public and to those employed within business. To enable us to provide a service, we must collect and use personal information

(referred to in the UK General Data Protection Regulation (UK GDPR) as personal data)

about individuals who come into contact with the Company such as:

- A business customer contacting PETA on behalf of an employer;
- Someone who would like to develop their career and attend one of our open courses but pay for this themselves (Learner/Delegate);
- People who register on a government funded programme such as an Apprenticeship or full-time education;
- People who apply for grants in relation to the services we deliver;
- Complainants and other individuals in relation to a complaint or query;
- Job applicants, our current and former employees, and contractors;
- Visitors to our website (see website homepage for Website privacy notice); and
- PETA Councillors.

For Customers, Job Applicants, Employees, Contractors, Learners/Delegates, please see Appendix at the end of this Privacy Notice for details on:

- What types of personal data are collected;
- What special categories of personal data are collected;
- How your personal data is collected;
- How long we keep your personal data;
- How we will use your personal data;
- What the purpose of collecting your personal data is;
- Who has access to your personal data; and
- Who we share your personal data with.

The Company is committed to being transparent about how it handles your personal data, to protecting the privacy and security of your personal data and to meeting its obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. The purpose of this Privacy Notice is to make you aware of how and why we will collect and use your personal data both during and after your working relationship with the Company. We are required under UK GDPR to notify you of the data contained in this Privacy Notice.

PETA Limited has appointed a Data Protection Lead to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or about how we handle your personal data, please contact the Data Protection Lead in the first instance by emailing dataprotection@peta.co.uk.

Data Protection Principles

Under UK GDPR, there are six data protection principles that the Company must comply with. These provide that the personal data we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner;
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes;
3. Adequate, relevant, and limited to what is necessary in relation to those purposes;
4. Accurate and, where necessary, kept up to date;

5. Kept in a form which permits your identification for no longer than is necessary for those purposes; and
6. Processed in a way that ensures appropriate security of the data.

The Company is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

What types of personal data do we collect about you?

Personal data is any data about an individual from which that person can be directly or indirectly identified doesn't include anonymised data, i.e. where all identifying particulars have been removed. There are also 'special categories' of personal data which required a higher level of protection because it is of a more sensitive nature. The special categories of personal data comprise of data about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data. Further details of what data is processed can be found in the Appendix at the end of this Privacy Notice.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- In order to perform the contract that we are party to;
- In order to carry out legally required duties;
- In order for us to carry out our legitimate interests;
- To protect your interests;
- Where something is done in the public interest; and
- Where we have obtained your consent.

In certain limited circumstances, UK data protection law recognises specific legitimate interests where processing is presumed to be necessary, such as safeguarding individuals, preventing crime, or responding to emergency situations.

Where we provide services to learners under the age of 18, we take additional care to protect their personal data. This includes applying age-appropriate safeguards, limiting processing to what is necessary, and ensuring information is provided in a clear and accessible way. Where required, we work with parents, guardians, or responsible authorities.

Further details can be found in the Appendix at the end of this Privacy Notice.

Special categories of data

Special categories of data are relating to your:

- Health;
- Sex life;
- Sexual orientation;
- Race;
- Ethnic origin;
- Political opinion;
- Religion;
- Trade union membership; and
- Genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- You have given explicit consent to the processing;
- We must process the data to carry out our legal obligations;
- We must process data for reasons of substantial public interest; and
- You have already made the data public.

We do not need your consent if we use special categories of personal data to carry out our legal obligations. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

Visitors to our Premises

CCTV

Recognisable images captured by CCTV systems are "personal data." They are therefore subject to the provisions of the General Data Protection Regulations (GDPR).

CCTV systems are installed for the purpose of enhancing security for employees, learners, and visitors to its premises as well as security of the Company's property. The legal basis for which CCTV surveillance is intended is in the public interest; namely for the purposes of:

- Promoting the health and safety of employees, learners, and visitors;
- Reducing the incidence of crime and anti-social behaviour including theft and vandalism;
- Supporting the police in deterring and detecting crime;
- Assisting in identifying, apprehending, and prosecuting offenders;
- Protecting the Company's buildings and assets.

The Company, therefore, reserves the right to refer to CCTV recordings as a source of evidence in any investigation (including disciplinary) which may include matters relating to a breach in company policy or code of conduct and/or inappropriate or aggressive behaviour on the part of an employee, learner, customer or member of the public.

Use of the CCTV technologies for other purposes is prohibited by this policy e.g. CCTV will not be used for monitoring staff performance.

CCTV video recording will cover the building's entrances and exits, lobbies and common areas. Adequate signage will be displayed around the site indicating that CCTV is in operation. However, signs will not be located at all doors or at all camera points.

The Company will only install covert cameras if it is deemed that this is necessary, under the direction of the CEO once agreed by the Chair of PETA's Council.

The images/recordings captured by the CCTV systems will be retained for a maximum of 30 days and then erased or overwritten, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised staff and when recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

DVDs/memory sticks storing the CCTV system and stored images will be restricted to authorised staff only. In relevant circumstances, CCTV footage may be accessed:

- By Police where the Company is required by law to make a report regarding a suspected crime;
- Following a request by Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on site;
- To the HSE and/or other statutory body charged with safeguarding;
- To assist the Company in establishing the facts in cases of unacceptable behaviour
- To the Company's insurance company for evidence regarding damage done to the insured property.

Any person whose image has been recorded has the right to be given a copy of the data recorded which relates to them unless an exemption/prohibition does not allow the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identifiable. To exercise their right of access, a data subject must complete a Data Subject Request and submit this to dataprotection@peta.co.uk.

A person should provide all the necessary data to assist the Company in locating the CCTV recorded data, such as the date, time, and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be personal data and may not be released.

In providing a person a copy of their data, the Company may provide a still/series of still pictures, a disk or memory stick with relevant images. However, any images of other individuals will be redacted.

The Company will not release data/images where the Company believes the safeguarding of learners or Company security may be compromised, or where redaction is not reasonably practicable.

Taking photographs

The Company takes photographs of events to pursue the Company's legitimate interests in promoting the services we offer through differing promotional channels. We display notices at the venue to inform visitors that photography will be taking place, and how to notify us if you do not wish to be photographed.

If you fail to provide personal data

If you fail to provide certain data when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Sharing your data

Your data will be shared with employees within the Company where it is necessary for them to undertake their duties. We use third party service providers for elements of managing our business who are required to only permitted to process your personal data in line with our instructions and UK GDPR. When we investigate a complaint, we will need to share persona data with the organisation concerned and with other relevant bodies. We may pass your personal data to other agencies organisations as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals.

We may be required by law to disclose your personal data without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the police) or where we have a statutory duty to do so. Further details of who we share your personal data with can be found in the Appendix at the end of this Privacy Notice.

How do we keep personal data secure?

The Company has put in place measures to protect the security of your personal data. It has internal policies, procedures and controls in place to try and prevent your personal data from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. PETA's security measures include encrypting personal data and equipment, system access controls, and training in data protection for all staff.

In addition, we limit access to your personal data to those employees and other third parties who have a business need to know to perform their job duties and responsibilities. You can obtain further information about these measures from our Data Protection Lead.

Where your personal data is shared with third-party service providers, we require all third parties to take appropriate technical and organisational security measures to protect your personal data and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal data for specified purposes and in accordance with our written instructions and we do not allow them to use your personal data for their own purposes.

The Company also has in place procedures to deal with a suspected data security breach, and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

How long do we keep hold of personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Retention periods are recorded in the Control of Records procedure and reviewed regularly to meet the demands of the law and regulatory bodies. Further details can be found in the Appendix at the end of this Privacy Notice.

It is important that the personal data we hold about you is accurate and up to date. Please keep us informed if your personal data changes, e.g. you change address so that our records can be updated.

What are your rights as a data subject?

As a data subject, you have several statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- Request access to your personal data - this is usually known as making a data subject access request and it enables you to receive a copy of the personal data, we hold about you and to check that we are lawfully processing it;
- Request rectification of your personal data - this enables you to have any inaccurate or incomplete personal data we hold about you corrected;

- Request the erasure of your personal data - this enables you to ask us to delete or remove your personal data where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected;
- Restrict the processing of your personal data - this enables you to ask us to suspend the processing of your personal data, e.g. if you contest its accuracy and so want us to verify its accuracy;
- Object to the processing of your personal data - this enables you to ask us to stop processing your personal data where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground;
- Data portability - this gives you the right to request the transfer of your personal data to another party so that you can reuse it across different services for your own purposes;
- Automated decision making- this gives you the right to regulate any automated decision making and profiling of your personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

If you wish to exercise any of these rights, please contact our Data Protection Lead for a Data Subject Request form (see 'How do you contact us?' below). We will need to request specific data from you to verify your identity and check your right to access the personal data or to exercise any of your other rights. This is a security measure to ensure that your personal data is not disclosed to any person who has no right to receive it.
When responding to data subject rights requests, we are required to carry out reasonable and proportionate searches for personal data. In some circumstances, we may ask you to clarify your request or provide additional information. Where this happens, the response timescale may be paused until clarification is received.

In the limited circumstances where you have provided your consent to the processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our Data Protection Lead. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose you originally agreed to, unless we have another legal basis for processing.

If you have concerns about how we handle your personal data, you have the right to raise a complaint directly with PETA Limited in the first instance. We will investigate and respond within a reasonable timeframe.

You also have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

International Transfers of Personal Data

The majority of personal data we process is hosted within the UK. However, some of our service providers may host or process personal data outside the UK, including in countries such as the United States.

Where personal data is transferred internationally, we ensure appropriate safeguards are in place to protect it. These safeguards may include UK adequacy regulations or approved contractual protections, which are designed to ensure that personal data continues to be handled securely and in line with UK data protection standards.

We take appropriate steps to ensure that your personal data remains protected, regardless of where it is processed.

Automated decision-making

Automated decision-making occurs when an electronic system uses personal data to make a decision without meaningful human involvement.

The Company uses an automated tracking system (ATS) as part of the recruitment process for apprentices. Where automated decision-making is used, appropriate safeguards are in place. These include the right to obtain human intervention, to express your point of view, and to challenge decisions made. Applicants are provided with information about how such decisions are made and how to request further review.

Changes to this privacy notice

The Company reserves the right to update or amend this privacy notice at any time, including where the Company intends to further process your personal data for a purpose other than that for which the personal data was collected or where we intend to process new types of personal data. We will issue you with a new Privacy Notice when we make significant updates or amendments. We may also notify you about the processing of your personal data in other ways.

How do you contact us?

If you have any questions about this Privacy Notice or how we handle your personal data, please contact us in the first instance so that we may address your request.

You can email dataprotection@peta.co.uk, write to the Data Protection Lead, PETA Limited, 1 Access Point, Northarbour Road, Portsmouth, Hampshire PO6 3TE or telephone 023 9253 8700.

You also have the right to complain to the Information Commissioner's Office via their website at www.ico.org.uk.

Privacy Notice Appendix

This document provides details for each of the main data subject types, specifically:

1. A business customer contacting PETA on behalf of an employer;
   People who apply for grants in relation to the services we deliver;
   Complainants and other individuals in relation to a complaint or query; and
   PETA Councillors
2. Job applicants
3. Employees and Contractors
4. Learners (including apprentices)/delegates
5. Contractors

For each of the above data subjects, we have provided a table below for each, detailing:

- The lawful basis for collecting personal data;
- What types of personal data are collected;
- What special categories of personal data are collected;
- How is your personal data collected;
- How long we will keep your personal data;
- How we will use your personal data;
- What is the purpose of collecting your personal data;
- Who has access to the personal data; and
- Who do we share your personal data with.

1. Data subject(s)
▸ A business customer contacting PETA on behalf of an employer; ▸ People who apply for grants in relation to the services we deliver; ▸ Complainants and other individuals in relation to a complaint or query; and ▸ PETA Councillors
What is the lawful basis for collecting personal data?
The lawful basis for holding this data is that it is necessary for us to fulfil the contract we have with you when you are purchasing a service from us and where processing is necessary for the performance of a task carried out in the public interest. In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of the services we provide and which does not materially impact on your rights, freedoms or interests. For example, we may use your contact details to send you direct marketing information telling you about training courses or events that we think might interest you. We will always ask you would prefer to be removed from our mailing lists. However, it will mean that you will no longer be informed about special offers or events that we are running.
What types of personal data are collected?
▸ Personal contact details such as name and title; ▸ Address, telephone number and email address;

- Membership contact details;
- Bank account details; and
- CCTV footage.

What special categories of personal data are collected?

- Disability access requirements

How is your personal data collected?

- When you telephone us. PETA delivers a personal service when calling, therefore data you call about will be recorded and passed to relevant people within our business to enable us to deal with your call. This data may be stored on a database for the purposes of providing the service and for monitoring trends;
- When you email us. Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with PETA's data on security policies. Email monitoring or blocking software may also be used;
- PETA uses a secure email service for sending personal data outside the company. Other organisations are responsible for ensuring that any email that is sent to PETA is secure and within the bounds of the law;
- When you contact us via social media. PETA uses a range of social media services to publicise news, stories, offers and events and to receive comments and feedback from customers and the general public including through direct messages, which are private, and through posts which are public to other social media users;
- The data you provide via social media is subject to the social media service providers' privacy notices and policies. Any data you post on PETA's social media platforms is also subject to PETA's social media policy; and
- People who make a complaint to us. When we receive a complaint from a person, we will hold data containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal data we collect to process the complaint and to check on the level of service we provide.

We usually have to disclose the complainant's identity to whoever the complaint is about. This is inevitable where, for example, the accuracy of a person's record is in dispute. If a complainant doesn't want data identifying him or her to be disclosed, we will try to respect that. However, it may not be possible to handle a complaint on an anonymous basis.

How long will we keep your personal data for?

We will keep personal data contained in our IMS file in line with our Control of Records procedure, which is available on request. Personal data to a complaint will normally be retained for up to 3 years from when the complaint is resolved.

How will we use your personal data?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Deliver services and support to members of the public and businesses;
- Help investigate any concerns or complaints;
- Plan and manage services, including checking on the quality of services, developing future services and monitoring trends;
- Deal with payments, grant, and other financial transactions;
- Check an individual's identify or entitlement to personal data;
- Carry out research and consult with customers who use our services;
- Carry out a survey to find out if they are happy with the service they received;
- Deal with enquiries and any subsequent issues;
- Check on the level of service we provide and to enable us to deliver the service once agreed;
- Fulfil our statutory obligations such as protecting vulnerable children and adults;
- For research, planning and statistical purposes; and
- Monitor the performance of the services and to evaluate and develop those services.

We may also use your personal data in the following situations which are likely to be rare:

- Where we need to protect your interests (or someone else's interests); and
- Where it is needed in the public interest or for official purposes.

PETA Limited. uses a web-based service to manage email addresses and preferences for sending marketing information to customers. This is a secure platform that adheres to PETA's information security standards and data processing policies and complies with UK GDPR. You can unsubscribe from this service at any time.

What is the purpose of collecting your personal data?

- For the purpose of providing the service and monitoring service

Who has access to the personal data?

- Restricted according the 'need to know' principle

Who do we share your personal data with?

We use third-party service providers for elements of managing our business e.g. IT and marketing support and who are required to protect your personal data in line with our policies and the law. 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 UK GDPR.

When we investigate a complaint, for example, we will need to share personal data with the organisation concerned and with other relevant bodies.

We use a number of commercial organisations and systems suppliers to either store personal data to manage it on our behalf.

We may pass your data to other agencies or organisations as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals.

We may be required by law to disclose your personal data without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the police or where we have a statutory duty to do so).

2. Data subject(s)

Job Applicants

What is the lawful basis for collecting personal data?

The processing of personal data detailed below is for application and recruitment purposes and in the legitimate interests of both the job applicants and the Company.

What types of personal data are collected?

These personal data include: identification and contact details, personal characteristics (such as gender and date of birth), education and work experience (including results, certificates, degrees, references), job preferences, financial data (e.g. current and desired salary), all data in your CV and cover letter, all publicly available data from your LinkedIn profile and other social media or public websites, and all other personal data you have provided to us orally or in writing in the context of your application.

What special categories of personal data are collected?

- Health;
- sex life;
- sexual orientation;
- race;
- ethnic origin;
- political opinion;
- religion;
- trade union membership; and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to

give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time.

How long will we keep your personal data for?

If your application is not successful, we will retain your personal data for a maximum period of 12 months unless we have your explicit consent to hold it for longer.

If your application is successful, your personal data obtained in the context of the application and recruitment procedure will be included your personnel file. You will then be informed separately of how the company processes personal data of personnel.

How will we use your personal data?

- Evaluating your skills, qualifications, and interests against our career opportunities;
- Checking your data, your references and/or conducting background checks (where applicable);
- Communication concerning the recruitment process and your application;
- Implementing improvements to the company's application and recruitment process;
- Making reasonable adjustments for disabled employees;
- Making decisions about salary and other benefits;
- Assessing training needs; and
- Dealing with legal claims made against us.

Who has access to the personal data?

Your personal data can be shared with PETA Limited's staff and if needed with other affiliates of PETA Limited. Within these entities, the following staff members have access to your data:

- staff members of the HR department;
- recruiting managers; and
- senior management.

In certain cases, technical staff members may have access to your personal data, but only insofar this is necessary to ensure the proper functioning of our technical systems.

Who do we share your personal data with?

PETA Limited may make use of external service providers or third parties for any of the purposes described above (e.g. recruitment websites or agencies conducting background checks). In such case, access to your personal data will be limited to the purposes described in this Privacy Notice, and in accordance with the requirements of the applicable data protection legislation.

We do not share data with bodies outside of the European Economic Area.

3. Data subject(s)

- Current employees
- Former employees

What is the lawful basis for collecting personal data?

We will only use your personal data when the law allows us to. These are known as the lawful basis for processing. We will use your personal data in one or more of the following circumstances:

- where we need to do so to perform the employment contract, casual worker agreement, consultancy agreement or contract for services we have entered into with you;
- where we need to comply with a legal obligation;
- where it is necessary for our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests; and
- Where we need to protect your vital interests (or someone else's vital interests).

It is non-contractual and does not form part of any employment contract

What types of personal data are collected?

- your contact details, including your name, address, telephone number and personal e-mail address;
- your emergency contact details/next of kin;
- your date of birth;
- your gender;
- your marital status;
- the start and end dates of your employment or engagement;
- recruitment records, including personal data included in a CV, any application form, cover letter, interview notes, references, copies of proof of right to work in the UK documentation, copies of qualification certificates, copy of driving licence and other background check documentation;
- the terms and conditions of your employment or engagement (including your job title and working hours), as set out in a job offer letter, employment contract, written statement of employment particulars, casual worker agreement, consultancy agreement, pay review and bonus letters, statements of changes to employment or engagement terms and related correspondence;
- details of your skills, qualifications, experience and work history, both with previous employers and with the Company;
- your professional memberships;
- your salary, entitlement to benefits and pension data;
- your National Insurance number;
- your bank account details, payroll records, tax code and tax status data;
- any disciplinary, grievance and capability records, including investigation reports, collated evidence, minutes of hearings and appeal hearings, warning letters, performance improvement plans and related correspondence;
- appraisals, including appraisal forms, performance reviews and ratings, targets and objectives set training records;
- annual leave and other leave records, including details of the types of and reasons for leave being taken and related correspondence;
- any termination of employment or engagement documentation, including resignation letters, dismissal letters, redundancy letters, minutes of meetings, settlement agreements, and related correspondence;

- data about your use of our IT systems, including usage of telephones, email, and the Internet;
- photographs;
- Disclosure and Barring Service (DBS) where we check and record the certificate's number and disclosure date; and
- data relating to you exiting the business including exit checklist, feedback, and consent requests for providing future employment references.

What special categories of personal data are collected?

- data about your health, including any medical condition, whether you have a disability in respect of which the Company needs to make reasonable adjustments, sickness absence records (including details of the reasons for sickness absence being taken), medical reports and related correspondence;
- data used for equal opportunities monitoring about your sexual orientation, religion, belief and ethnic origin; and
- data about criminal convictions and offences.

How is your personal data is collected?

The Company may collect personal data about employees in a variety of ways. It is collected during the recruitment process, either directly from you or sometimes from a third party such as an employment agency. We may also collect personal data from other external third parties, such as references from former employers, data from background check providers, and criminal record checks from the Disclosure and Barring Service (DBS).

We will also collect additional personal data throughout the period of your working relationship with us. This may be collected in the course of your work-related activities. Whilst some of the personal data you provide to us is mandatory and/or is a statutory or contractual requirement, some of it you may be asked to provide to us on a voluntary basis. We will inform you whether you are required to provide certain personal data to us or if you have a choice in this.

How long will your personal data be kept?

The Company will only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting, or accounting requirements.

The Company will generally hold your personal data for the duration of your employment or engagement. The exceptions are:

- any personal data supplied as part of the recruitment process will not be retained if it has no bearing on the ongoing working relationship;
- personal data about criminal convictions and offences collected in the course of the recruitment process will be deleted once it has been verified through a Disclosure and Barring Services criminal record check, unless, in exceptional circumstances, the data has been assessed by the Company as relevant to the ongoing working relationship;
- it will only be recorded whether a Disclosure and Barring Services criminal record check has yielded a satisfactory or unsatisfactory result, unless, in exceptional circumstances, the data in the criminal record check has been assessed by the Company as relevant to the ongoing working relationship;

- if it has been assessed as relevant to the ongoing working relationship, a Disclosure and Barring Services criminal record check will nevertheless be deleted after six months or once the conviction is "spent" if earlier (unless data about spent convictions may be retained because the role is an excluded occupation or profession); and
- disciplinary, grievance, and capability records will only be retained until the expiry of any warning given (but a summary disciplinary, grievance or performance management record will still be maintained for the duration of your employment).

Once you have left employment or your engagement has been terminated, we will generally hold your personal data in accordance with the Company's Control of Records Procedure subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal data for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court.

We will hold payroll, wage and tax records (including salary, bonuses, overtime, expenses, benefits and pension data, National Insurance number, PAYE records, tax code and tax status data) for six years after the termination of your employment or engagement. Overall, this means that we will "thin" the file of personal data that we hold on you, one year after the termination of your employment or engagement, so that we only continue to retain for a longer period what is strictly necessary.

Personal data which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal data where applicable.

In some circumstances we may anonymise your personal data so that it no longer permits your identification. In this case, we may retain such data for a longer period.

How will your personal data be used?

- enable us to maintain accurate and up-to-date employee records and contact details (including details of whom to contact in the event of an emergency);
- run recruitment processes and assess your suitability for employment, engagement, or promotion;
- comply with statutory and/or regulatory requirements and obligations e.g. checking your right to work in the U.K;
- comply with the duty to make reasonable adjustments for disabled employees and with other disability discrimination obligations;
- maintain an accurate record of your employment or engagement terms;
- administer the contract we have entered into with you;
- make decisions about pay reviews and bonuses;
- ensure compliance with your statutory and contractual rights;
- ensure you are paid correctly and receive the correct benefits and pension entitlements, including liaising with any external benefits or pension providers or insurers;
- ensure compliance with income tax requirements, e.g. deducting income tax and National Insurance contributions where applicable;
- operate and maintain a record of disciplinary, grievance and capability procedures and action taken;
- operate and maintain a record of performance management systems;
- record and assess your education, training and development activities and needs;

- plan for career development and succession;
- manage, plan, and organise work;
- enable effective workforce management;
- operate and maintain a record of annual leave procedures;
- operate and maintain a record of sickness absence procedures;
- ascertain your fitness to work;
- operate and maintain a record of maternity leave, paternity leave, adoption leave, shared parental leave, parental leave, and any other type of paid or unpaid leave or time off work
- ensure payment of SSP or contractual sick pay;
- ensure payment of other statutory or contractual pay entitlements, e.g. SMP, SPP, SAP and SPP;
- meet our obligations under health and safety laws;
- make decisions about continued employment or engagement;
- operate and maintain a record of dismissal procedures;
- provide references on request for current or former employees;
- prevent fraud;
- monitor your use of our IT systems to ensure compliance with our IT-related policies;
- ensure network and data security and prevent unauthorised access and modifications to systems;
- ensure effective HR, personnel management, and business administration, including accounting and auditing;
- ensure adherence to Company rules, policies, and procedures;
- monitor equal opportunities;
- review feedback from leavers; and
- enable us to establish, exercise, or defend possible legal claims.

Please note that we may process your personal data without your consent, in compliance with these rules, where this is required or permitted by law.

Why and how do we use your sensitive personal data?

We will only collect and use your sensitive personal data, which includes special categories of personal information and data about criminal convictions and offences, when the law additionally allows us to.

Some special categories of personal data, i.e. data about your health or medical conditions, and data about criminal convictions and offences, is also processed so that we can perform or exercise our obligations or rights under employment law or social security law and in line with our data protection policy.

We may also process these special categories of personal data, and data about any criminal convictions and offences, where we have your explicit written consent. In this case, we will first provide you with full details of the personal data we would like and the reason we need it, so that you can carefully consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, these special categories of your personal data, and data about any criminal convictions and offences, are to:

- assess your suitability for employment, engagement, or promotion;
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks;
- comply with the duty to make reasonable adjustments for disabled employees and with other disability discrimination obligations;
- administer the contract we have entered into with you;
- ensure compliance with your statutory and contractual rights;
- operate and maintain a record of sickness absence procedures;
- ascertain your fitness to work;
- manage, plan, and organise work;
- enable effective workforce management;
- ensure payment of SSP or contractual sick pay;
- meet our obligations under health and safety laws;
- make decisions about continued employment or engagement;
- operate and maintain a record of dismissal procedures;
- ensure effective HR, personnel management, and business administration;
- ensure adherence to Company rules, policies, and procedures; and
- monitor equal opportunities.

Where the Company processes other special categories of personal data, i.e. data about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and in line with our data protection policy. Personal data that the Company uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal data.

We will only use your special categories of personal data and data about any criminal convictions where it is appropriate and where the law permits us e.g. depending on the nature of your role and for the defence of legal claims.

Who do we share our personal data with?

Your personal data may be shared internally within the Company, including with members of the HR department, payroll staff, your line manager, other managers in the department in which you work and IT staff if access to your personal data is necessary for the performance of their roles.

The Company may also share your personal data with third-party service providers (and their designated agents), including:

- External organisations for the purposes of conducting pre-employment reference and employment background checks;
- benefits providers and benefits administration, including insurers;
- Pension scheme provider and pension administration;
- External IT services;
- External auditors;
- Professional advisers, such as lawyers and accountants; and
- Disclosure and Barring Services checking and administration services.

The Company may also share your personal data with other third parties in the context of a potential sale or restructuring of some or all of its business. In those circumstances, your personal data will be subject to confidentiality undertakings.

We may also need to share your personal data with a regulator or to otherwise comply with the law.

We may share your personal data with third parties where it is necessary to administer the contract we have entered into with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

4. Data subject(s)

- Learners (including apprentices)/delegates

What is the lawful basis for collecting personal data?

- where we need to do so to perform the services we have entered into with your employer or directly with you;
- where we need to comply with a legal obligation;
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests. This includes: performing or exercising our obligations or rights under the direct relationship that exists between PETA Limited your employer or with you directly; performing effective internal administration and ensuring the smooth running of the business; ensuring the security and effective operation of our systems and network; protecting our confidential data; and
- We may also occasionally use your personal data where we need to protect your vital interests (or someone else's vital interests).

What types of personal data are collected?

- contact details, including your name, address, telephone number, and personal email address;
- emergency contact details/next of kin;
- date of birth;
- National Insurance Number;
- Gender;
- marital status;
- unique learner number (ULN);
- application form and interview notes;
- proof of identification;
- Service Agreement and related correspondence;
- skills, qualifications, experience, and work history;
- Special educational needs;
- Assessment results (including results from third parties e.g. BKSB);
- performance reviews and assessments, targets, and training records;
- any performance improvement plans and related correspondence;
- details of any termination of service agreement and related correspondence; and
- data about your use of our IT systems, including usage of telephones, email, and the Internet
- photographs.

What special categories of personal data are collected?

- data about your health, including any medical condition, whether you have a disability in respect of PETA Limited making reasonable adjustments, sickness absence records (including details of the reasons for sickness absence being taken) and related correspondence; and
- Characteristics (data such as ethnicity, language and nationality) this would be for equal opportunities monitoring.

How is your personal data collected?

PETA Limited may collect personal data about learners in a variety of ways. It is collected during the application process, either directly from learners or your employer.

Apprenticeship applicants will be directed to an online automated tracking system where they create an account and have access to their application.

We will also collect additional personal data throughout the duration of your learning programme with us. This may be collected during your work-related activities. Whilst some of the personal data you provide to us is mandatory and/or is a statutory or contractual requirement, some of it you may be asked to provide to us on a voluntary basis. We will inform you whether you are required to provide certain personal data to us or if you have a choice in this.

Your personal data may be stored in different places, including in your learner file, in PETA Limited's databases and in other IT systems, such as the email system.

How long will we keep your personal data for?

PETA Limited will only retain your personal data for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, health and safety, reporting, or accounting requirements.

Once you have completed your episode of learning, we will generally hold your personal data in accordance with PETA Limited's Control of Records Procedure subject to any minimum statutory or other legal, health and safety, government funding requirements for particular data or records or to protect against legal risk, e.g. if they could be relevant to a possible legal claim.

Personal data which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal data where applicable.

In some circumstances we may anonymise your personal data so that it no longer permits your identification. In this case, we may retain such data for a longer period.

What is the purpose of collecting your personal data?

We need the types of personal types of data listed under 'what types of personal data are collected' primarily to enable us to perform our contract with your employer or you directly and to enable us to comply with our legal obligations, specifically:

- apply for government funding;
- check qualifications;
- check ID and eligibility to work in the UK;
- enable us to maintain accurate and up-to-date learner records and contact details (including details of whom to contact in the event of an emergency);
- comply with the duty to make reasonable adjustments for disabilities;
- maintain an accurate record of your engagement terms;
- administer the contract we have entered into with your employer or with you directly;
- record and assess your education, training and identify any special needs;
- support learning;
- record Company visits;
- operate and maintain a record of absence;
- ascertain suitability to the learning programme;
- monitor and assess learner progress;
- meet our obligations under health and safety laws;
- monitor use of our IT systems to ensure compliance with our IT-related policies;
- ensure network and information security and prevent unauthorised access and modifications to systems;
- ensure adherence to PETA rules, policies, and procedures;
- monitor equal opportunities;
- assess the quality of our services and identify how we can improve; and

- enable us to establish, exercise, or defend possible legal claims.

Please note that we may process your personal data without your consent, in compliance with these rules, where this is required or permitted by law.

Why and how do we use your sensitive personal data?

We will only collect and use your sensitive personal data (defined by UK GDPR as special categories of personal data) when the law allows us to.

Some special categories of personal data, i.e. data about your health or medical conditions is processed so that we can perform or exercise our legal obligations in line with our data protection policy.

We may also process these special categories of personal data where we have your explicit written consent. In this case, we will first provide you with full details of the personal data we would like and the reason we need it, so that you can carefully consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, these special categories of your personal data are to:

- assess your suitability for a PETA course, programme, or employment;
- comply with statutory and/or regulatory requirements and obligations;
- comply with the duty to make reasonable adjustments for disabilities;
- administer the contract we have entered with you/your employer;
- operate and maintain a record of sickness absence procedures;
- manage, plan, and organise work;
- meet our obligations under health and safety laws;
- adhere to PETA Limited's rules, policies, and procedures; and
- monitor equal opportunities.

Where PETA Limited processes special categories of personal data about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and in line with our data protection policy. Personal data that PETA Limited uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal data.

Who has access to the personal data?

Your personal data may be shared internally within PETA Limited, including tutors, assessors, coaches, mentors, and IT staff if access to your personal data is necessary for the performance of their roles.

PETA Limited may also share your personal data with third-party service providers (and their designated agents), including:

- external IT services;
- external auditors;
- tutors; and
- assessors.

We may also need to share your personal data with a regulator or to otherwise comply with the law.

We may share your personal data with third parties where it is necessary to administer the contract we have entered into with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party). Third parties include:

- prospective employers;
- apprenticeship services account;
- learner record service (Government portal for checking qualifications);
- skills assessment (e.g. BKSB);
- learner progress review portal (e.g. CMI);
- awarding bodies e.g. ACE, C & G, CIM, BCS, ITIL Foundation; and
- when we need to sub-contract a specific learning programme e.g. to a local college.

Automated decision-making

The Company uses an automatic tracking system (ATS) specifically for the recruitment of apprentices and as such, applicants are provided the opportunity to challenge any decisions made automatically.

5. Data subject(s)

- Contractors

What is the lawful basis for collecting personal data?

The law on data protection allows us to process your data for certain reasons only:

- to perform the contract that we are party to;
- to carry out legally required duties;
- for us to carry out our legitimate interests;
- to protect your interests;
- where something is done in the public interest; and
- where we have obtained your consent.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data to:

- carry out the contract that we have entered into with you; and
- ensure you receive payment.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to enter into a contract with;
- dealing with legal claims made against us;
- preventing fraud; and
- ensuring our administrative and IT systems are secure and robust against unauthorised access.

What types of personal data are collected?

We hold many types of data about you may include:

- your personal details including your name, address, email address, phone numbers;
- your photograph;
- gender;
- marital status;
- bank details;
- CCTV footage; and
- building entry card records.

How is your personal data is collected?

We collect data about you in a variety of ways, and this will usually start when we undertake to enter into a contract with you where we will collect the data from you directly, for example, your name, address and other personal details. Further data will be collected directly from you once your engagement begins, for example, your bank details.

In some cases, we will collect data about you from third parties, such as intermediaries who may act as an introducer, or references or due to the nature of your work, we may be required to carry out a Disclosure and Barring Service (DBS) check.

Personal data is held on our network electronically, or in appropriate paper-based file storage, in a secure staff only area.

How long will your personal data be kept?

In line with data protection principles, we will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Retention periods are recorded in the Control of Records procedure and reviewed regularly to meet the demands of the law and regulatory bodies.

What special categories of personal data will be processed?

Special categories of data are data relating to your:

- health;
- sex life;
- sexual orientation;
- race;
- ethnic origin;
- political opinion;
- religion;
- trade union membership; and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing;
- we must process the data to carry out our legal obligations;
- we must process data for reasons of substantial public interest; and
- you have already made the data public.

We do not need your consent if we use special categories of personal data to carry out our legal obligations. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

We will only collect criminal conviction data where it is appropriate given the nature of your engagement with us and where the law permits us. This data will usually be collected at the engagement stage, however, may also be collected during the engagement.

Who do we share our personal data with?

Your personal data will be shared with employees within the Company where it is necessary for them to undertake their duties. This includes, for example, the finance department for administering payment under your contract.

We may also be required to share data with external bodies from time-to-time e.g:

- Tutors CVs to award bodies for them to be approved to deliver accredited programmes;
- Auditors may wish to review tutor/contractor's approval records; and
- Part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.