

PRIVACY NOTICE FOR CONTRACTORS

PETA Limited is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice applies to Contractors, Consultants and Tutors and sets out, in line with GDPR, the types of data that we hold on you as a Contractor to the Company. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details

PETA Limited is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: 1 Access Point, Northarbour Road, Portsmouth, Hampshire, PO6 3TE, telephone 023 9253 8700, email dataprotection@peta.co.uk.

Data protection principles

In relation to your personal data, we will:

- ▲ process it fairly, lawfully and in a clear, transparent way
- ▲ collect your data only for reasons that we find proper for the course of your engagement in ways that have been explained to you
- ▲ only use it in the way that we have told you about
- ▲ ensure it is correct and up to date
- ▲ keep your data for only as long as we need it
- ▲ process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process

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
- ▲ building entry card records

How we collect your data

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 information 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 Service (DBS) check.

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

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

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 in order 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
- ▲ ensuring our administrative and IT systems are secure and robust against unauthorised access

Special categories of data

Special categories of data are data relating to your:

- ▲ health
- ▲ sex life
- ▲ sexual orientation
- ▲ race
- ▲ ethnic origin
- ▲ political opinion
- ▲ religion
- ▲ trade union membership
- ▲ 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

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- ▲ 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 do not need your consent if we use special categories of personal data in order 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.

Criminal conviction data

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.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract with us. If you do not provide us with the data needed to do this, we will be unable to perform those duties e.g. ensuring you are paid correctly. We may also be prevented from confirming or continuing with, your engagement with us.

Sharing your data

Your 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 in order for them to be approved to deliver accredited programmes
- ▲ Auditors may wish to review tutor/contractor's approval records
- ▲ 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.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse and as such have implemented appropriate measures to guard against this.

Where we share data with third parties, we have contractually binding processor agreements in place to ensure that data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

We will only retain your personal information 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

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

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- ▲ the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- ▲ the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available from dataprotection@peta.co.uk
- ▲ the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- ▲ the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- ▲ the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- ▲ the right to portability. You may transfer the data that we hold on you for your own purposes
- ▲ the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- ▲ the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact dataprotection@peta.co.uk.

Making a complaint

If you have a complaint about our use of your information, please contact us directly in the first instance so that we can address your complaint. You can email at dataprotection@peta.co.uk, telephone 023 9253 8700 and ask for our Data Protection Lead, or write to the Data Protection Lead, PETA Limited, 1 Access Point, Northharbour Road, Portsmouth, Hampshire PO3 3TE.

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