

Skills4Stem GDPR Compliance Statement

Skills4Stem respects the privacy of all candidates/apprentices and takes very seriously its responsibilities under the General Data Protection Regulation (GDPR) (EU) 2016/679 (GDPR). This policy is designed to ensure that all information held on candidates/apprentices is properly handled in all cases.

The GDPR requires that the “personal data” of living candidates/apprentices that is kept by Skills4Stem Ltd on computer or well-structured paper files must be “processed” in accordance with GDPR principles. Skills4Stem Ltd will adhere to these principles whether it is operating as a “controller”, “processor” or both.

Personal data is defined very widely and is any data from which a living candidate/apprentice can be identified either from the information alone, or with other information which is in (or likely to come into) the possession of the UK operating company. Examples of personal data include names, addresses, and photographs, CCTV images of candidates/apprentices, salary/job titles or opinions which allow candidates/apprentices to be identified.

Personal data also includes “sensitive personal data” – this is information about an candidate/apprentice’s racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life or criminal offences/proceedings.

“Candidates/apprentices” could be any living person – for example, employees, agency staff, customers, contractors, suppliers and job applicants.

“Processing” includes obtaining, recording, holding, using, disclosing or erasing the personal data. In effect almost any activity involving personal data will fall within the scope of the GDPR.

Skills4Stem’s policy is to comply with the GDPR and it does not condone anyone processing personal data inappropriately on its behalf. Any breach by Skills4Stem employees or any of its contractor companies of the GDPR may lead to fines and/or enforcement action being taken against Skills4Stem, ILM or other partners by the Information Commissioner (the body that enforces compliance with the GDPR). Of equal concern is that any breach may attract media scrutiny and may lead to a potentially adverse impact on our reputation.

This policy applies to all Skills4Stem staff (including employees, agency workers, contractors and temporary staff) and partner organisations who may process personal data about employees or other candidates/apprentices. Compliance with this policy is mandatory.

The CEO for Skills4Stem has the responsibility for establishing and implementing effective practices and procedures across it to give effect to this policy. This policy will be reviewed on an annual basis by the Skills4Stem Senior Management.

Contractors and companies operating on behalf of Skills4Stem

Skills4Stem must satisfy itself that any third party that it appoints to process personal data on its behalf (such as a payroll processor, events coordinator or a flexible benefits administrator) understands its responsibilities under the GDPR. Skills4Stem require a written contract with that third party that requires the third party to act only on instructions from Skills4Stem and to comply with obligations equivalent to those imposed on Skills4Stem relating to security of the personal data.

SKILLS4STEM DATA PROTECTION NOTICE

We, Skills4Stem Ltd., are required to comply with the provisions of the General Data Protection Regulation (GDPR) (EU) 2016/679 in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of your employment with us OR the business we conduct with you. We may also collect Sensitive Personal Data about you, but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual and legal obligations to you, and we may request further information from third parties or disclose your details to other selected third parties, such as ILM, City & Guilds or their regulators or industry bodies that comply with the GDPR.

Your Data and rights

You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records. Please contact us at gdpr@skills4stem.co.uk if you want a copy of the personal data, we hold about you.

Data Protection Officer

You can also contact our Data Protection Officer (DPO) directly;

Name: Rob Davis

Email: rob-dpo@skills4stem.co.uk

Post: Skills4Stem Ltd. 38 Mill Street,
Bedford,
Bedfordshire,
MK40 3HD

Phone: 01234 245534

Written by	Quality Manager
Revision Date	10 th June 2019
Revision No.	Version 2
Approved by	CEO
Date	10 th June 2019
Review date	June 2020