

GDPR Explicit Consent to collect, hold, process and share data

In line with the General Data Protection Regulation (GDPR) introduced on 25th May 2018, The Learning Support Centre Limited ask that you sign this document via People HR to confirm you give The Learning Support Centre Limited, consent to collect, hold, process and share your personal data as your employer / contractor.

The personal data we currently collect and hold on you is as follows;

- Contact details including home and mobile telephone number, email address, postal address
- Personal data so we can monitor equality and diversity in the organisation
- Emergency contact details
- Right to work information – including identification documents ID
- Date of birth
- CV and or application form
- Information relating to reasonable adjustments including access to work assessments
- Qualifications and certificates
- DBS Number
- References
- Training and development records including 121s, Performance Development Reviews (PDR) and Continual Professional Development records
- Case log relating to grievance and disciplinary records
- Work logs including timesheets, notes, Individual Learning Plans, Work Plans, Progress logs and expenses forms.
- If you drive for work – car insurance, MOT certificate and licence details
- Communication log – emails and notes of telephone calls
- Conflict of interests
- Photo for ID badge
- Contract of employment or freelance agreement
- Feedback via Google Drive

Employees only

- Payroll information – including tax codes, NI number and rate of pay and HMRC notifications including P46, P60, P45, MATB1 and Direct earning attachment (DEA)
- Leave – holiday, maternity, paternity, sickness, shared parental, adoption, surrogacy and compassionate leave.
- Medical information relating to absence, for example GP and consultant's letters and appointment confirmations.

The above lists are not exhaustive and additional personal information may be required in the course of your employment or contract.

The Learning Support Centre have a legal basis to collect the above information to ensure;

- We meet responsibilities as an employer regarding our legal requirements under UK and European law
- Provide you with the relevant support to fulfil your role to a competent level.
- Meet the requirements of our government auditing bodies the Care Quality Commission (CQC), Disabled Students Allowances Quality Assurance Group (DSA-QAG), Department of Work and Pensions (DWP) and HMRC.

We will only share data if we have a legal basis to do so. Your personal information may be shared with our financial services, HR consultants, accountants, solicitors, IT consultants, clients including students, higher and further educational institutions, colleagues.

The information will be held for 7 years after your last working day, to facilitate reference requests and audit.

Please sign to confirm you have read the above and give explicit consent for us to hold the personal data listed above for the duration of your employment and for 7 years after your final day of working.

If you have any questions or concerns, please email info@learningsupportcentre.com

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