



## Privacy Notice (staff)

The English Language Centre Ltd (ELC), is a not-for-profit organisation with language schools in Brighton and Eastbourne. ELC is committed to protecting and respecting your privacy. We take the privacy of all our clients, staff and website users very seriously. We have strong systems in place to prevent the loss, misuse or changing of data under our control.

This Privacy Statement explains:

- what principles we use for collecting, storing and using your personal data
- what personally identifiable information we collect
- how we use this information
- how you can access, correct or update this information
- how long do we keep your data
- how you can contact us
- how you can complain about our use of your data

### 1. What principles do we use to collect store and use your personal data?

- a. We will process your data fairly and lawfully.
- b. We will only collect and process data for specific and specified purposes. We will make it clear at the point when we request your information, what we are collecting it for and how we are going to use it.
- c. We will only collect the data that is necessary to complete the services requested. We will not collect more data than is necessary
- d. We will ensure that your data is accurate. From time to time we may ask you so that we can check or update your information
- e. We will not keep your data longer than we need to.
- f. We have strong systems and procedures in place to make sure your data is secure.
- g. We will not transfer data to third parties or across borders except for the purposes specified below. We store your data in the EEA.

### 2. What personal information do we collect?

- a. Employment with ELC - When you are employed by ELC, we collect personally identifiable information such as name, address, passport number, NI number, telephone numbers, date of birth, nationality and next of kin.
- b. ELC Website - When you visit our website, we use log files to register IP address, date/time, browser type and operating system.
- c. ELC WiFi - When you use ELC's WiFi network, the name of your device is recorded and the IP activity of the device can be monitored.
- d. CCTV – we have CCTV in reception and over the schools' entrances so you will be recorded as you are passing these cameras.

### 3. How do we use this information?

We will only use your information where we are allowed to by law, for example to book you on a professional development course. This will be to carry out an agreement with you (which is called "Contract"), because we have a business interest ("Legitimate Interest"), where the law requires us to do it ("Legal Obligation"), where we need to use this information to look after somebody properly ("Vital Interest") or where you agree to it ("Consent").



- a. Employment with ELC - We use this information for our legitimate interest, in order to fulfil our contract, to comply with our legal obligations to the Charity Commission, Home Office, UKVI and HMRC, for example and the vital interest of students aged under 18 and vulnerable adults, for example.

In processing your information, we will send relevant data to third parties in order to fulfil our contract (eg to pay your salary) and to comply with our legal obligations as above.

- b. ELC website – the log files data is not used other than for administrative purposes.
- c. ELC WiFi – the name of your device is stored for 8 hours and then automatically deleted. The IP activity of your device is recorded and then automatically deleted after 7 days. ELC does not actively look at this data unless there is a case of misuse.
- d. CCTV – the cameras are for the personal security of staff, students and visitors. The recordings are not looked at unless there has been a crime or other misuse of ELC facilities/property. Data is deleted after 14 days.

#### **4. How long will we keep your data**

We will keep your information for as long as you have a relationship with us and/or we need the information. After the relationship ends, we will keep some or all of your information where we may need it for legitimate interest or for legal obligations.

#### **5. How can you access, update or correct your data stored with us?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact [data@elc-schools.com](mailto:data@elc-schools.com) or write to the CEO, The English Language Centre, 33 Palmeira Mansions, Hove, BN3 2GB. We will respond within 28 days. We will need to verify your identity.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

#### **6. How can you contact us?**

Please contact us if you have any questions about our privacy policy or information we have about you:

- By email: [data@elc-schools.com](mailto:data@elc-schools.com)
- By post: ELC, 33 Palmeira Mansions, Hove, BN3 2GB

#### **7. How can you complain about our use of your data?**

We try to process your data fairly, legally and securely. If you have any complaints about how we process your data, you can contact us in the first place – see 5 above. If you are unhappy about our responses, you can contact the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns>

#### **8. ELC Privacy Policy**

For further details on how we handle personal data please see our [Privacy Policy | ELC](#). It will be updated from time to time so please check periodically.