

1. ABOUT US AND YOUR DATA

- MLA is a specialist international education group providing English language courses for students aged 9yrs old to 17yrs old from all round the world.
- This privacy notice is to inform you about how we use your personal data. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

2. THE PERSONAL DATA WE HOLD, PURPOSES AND LAWFUL BASES

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Your name, date of birth, gender	To administer our relationship with you	Fulfilment of a contract with you
Next of kin and emergency contact numbers	In the event of an emergency	To protect your vital interests
Bank account details, payroll records, National Insurance number, tax status information, salary, annual leave, pension & benefits information, marital status	To process salary payments	Necessary for our legitimate shared interests
Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process	To administer the business	To protect your vital interests
Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships	To administer our business	Necessary for our legitimate interests (to manage the workforce)
Performance information; outcomes of any disciplinary and/or grievance procedures; absence data	To administer our business	Fulfilment of a contract with you
Copy of driving licence	To ensure legal, insured use of vehicles	Compliance with a legal obligation
Images/videos	For maintaining security For marketing our services	Compliance with a legal obligation Where you have given us consent
CCTV footage	For security management	Compliance with a legal obligation
Data about your use of the organisation's information and communications systems, including Internet use	To meet our safeguarding obligations To administer and protect the business	Compliance with a legal obligation Necessary for our legitimate interests (to secure our buildings)
Criminal record information	To meet our safeguarding obligations	Compliance with a legal obligation
Medical and disability information	To meet the requirements of our accrediting bodies	Necessary for our legitimate interests (to meet the requirements of accrediting bodies)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership

- Health, including any medical conditions, and sickness records
- Results of DBS/Criminal records

If you have provided us with personal data as part as an unsuccessful application for employment, we will remove the data after 12 months.

3. COLLECTING PERSONAL DATA

While the majority of information we collect from you is mandatory, there is some information that you can choose whether, or not, to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

4. WHEN DO WE SHARE PERSONAL DATA?

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulators (Ofsted, British Council)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and surveys
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

5. YOUR RIGHTS

Under certain circumstances, you, the data subject, may have the following rights:

- Right of access: you have the right to request a copy of the information that we hold about you.
- Right of rectification: you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten: in certain circumstances you can ask for the data we hold about you to be erased from our records.

- Right to restriction of processing: where certain conditions apply you have a right to restrict the processing.
- Right of portability: you may have the right to have the data we hold about you transferred to another organisation.
- Right to object: you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling.

Some of these rights may not apply where we are legally obliged to keep or share your personal data.

If you want to exercise your rights, please contact our Data Protection Officer. See Section 9: Contact us for details.

6. STORING YOUR PERSONAL INFORMATION

We will keep personal information about you while you are employed in our business or schools. We may also keep it after you have left the organisation, where the law requires us to:

- We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.
- Once your employment with us has ended, we will retain this file and delete the information in it after 3 yrs as this is a requirement of HMRC.
- Your personal information may be stored and processed outside of the country where it is collected, including outside of the European Economic Area.
- When transferring information to others, within the EEA or otherwise, we ensure that appropriate and suitable safeguards and technical measures are in place to protect your personal data. To do this, we make use of standard contractual clauses approved by the European Commission, or an appropriate Privacy Shield certification or Binding Corporate Rules put in place by our suppliers, or we implement other similar measures required by laws around the world.

7. HOW LONG DO WE KEEP YOUR DATA?

We are also obliged to retain your data for some time after you have left the organisation, and such information may be requested by future prospective employers in the form of references. The retained data will be securely stored and then destroyed after 3 years from the end of the tax year they relate to. This retention period is a legal requirement of HMRC.

8. COMPLAINTS

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer. See Section 9: Contact us for details).

You can also contact the Information Commissioner's Office (ICO) in one of the ways listed below.

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

- Report a concern online at ico.org.uk/concerns
- Telephone: +44 (0) 303 123 1113
- Or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

9. CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

MLA,
87/89 High Street 1st Floor,
EN11 8TL Hoddesdon,
Herts,
UK
Email: privacy@mlaworld.com
Tel: +44 (0) 208 1334498

This Privacy Notice was last updated 9th April 2020.