



# Privacy Notice

(How we use

- Further the aims of Activate Learning;
- Comply with the law regarding data sharing;
- Comply with our contractual obligations;
- Pay you for the work you have undertaken;
- Deduct income tax and national insurance contributions and remit them to His Revenue and Customs (HMRC);
- Recoup any funds owed by you to Activate Learning;
- Deduct pension contributions and remit them to the pension scheme of which you are a member.

## The lawful basis for using this information

Under GDPR, we are able to process information on certain legal grounds (bases). In the case of staff information, we collect and use information under the following bases:

- The fulfilment of contract;
- Legal obligation;
- Public task;
- In selected cases, legitimate interests;
- In the case of high risk or sensitive data, the legitimate activities of a charity or not-for-profit body.

## Collecting staff information

The majority of staff information you provide to us is necessary for us to meet our obligations as an employer and failure to supply such information may mean that we are unable to fulfil our contract of employment with you.

On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your person person person for er remit the

## Who we share staff information with

We routinely share staff information with:

- Pension providers;
- Solicitors;
- Occupational Health provider;
- HMRC;
- Courts and Tribunal Service;
- Department of Work and Pensions;
- Auditors;
- Health insurance provider;
- Insurance providers;
- Bank;
- BACS;
- HR system and retained HR consultants;
- UK Visas and Immigration, if you are under a sponsored Tier 2 or Tier 5 visa;
- Carefully selected debt recovery partners, if you fail to settle a debt with us and we are unable to work with you to achieve a solution;
- Teaching Regulation Agency;
- IT support and security services.

If you attend one of our campuses, we may share your information with Department of Health and Social Care; we are legally required to share information in this way. You can read the Department of Health and Social Care privacy notice [here](#).

We do not share information about our staff with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

The Activate Learning contact details (such as name, job title, email address and/or phone number) of staff members may be shared with external partners and, in some cases, published on the website, as required for the execution of their duties.

For the facilitation of effective working across the Activate Learning Group, your professional

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damage caused by a breach of the data protection regulations.

## Contact

In order to exercise one of these rights or to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: [dpo@activatelearning.ac.uk](mailto:dpo@activatelearning.ac.uk)

Phone: 01865 551228

Address:

Activate Learning  
City of Oxford College  
Oxpens Road  
Oxford  
OX1 1SA

## Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information <https://ico.org.uk/concerns/>