

PRIVACY NOTICE FOR HOMESTAY PROVIDERS

Provided under the Data Protection Act 1998 and 2018



Data Controller (“the Company”):

WE Bridge International Ltd., Floor 10 South Gate House, Wood Street, Cardiff CF10 1EW
Tel. 02920 225656

<http://www.we-bridge.co.uk>

Data Protection Officer; Paul Stephens - paul@we-bridge.co.uk

Introduction

The Company collects and processes personal information, or personal data, relating to its homestay providers to manage the working relationship. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your working relationship with the Company. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all current and former homestay providers. It is non-contractual and does not form part of any employment contract, casual worker agreement, consultancy agreement or any other contract for services.

The Company has appointed Paul Stephens to oversee compliance with data protection matters. If you have any questions about this privacy notice or about how we handle your personal information, please contact Paul Stephens, whose contact details are above.

Data protection principles

Under the GDPR, there are six data protection principles that the Company must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

The Company is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

What types of personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn't include anonymised data, i.e. where all identifying particulars have been removed.

There are also "special categories" of more '**sensitive personal information.**' These comprise primarily of personal information on criminal convictions and offences and the results of DBS (Disclosure and Barring Service) checks such as Certificate identity numbers. The Company may also collect and process information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation, which requires a higher level of protection because it is of a more sensitive nature.

WE Bridge Academy is an educational organisation where we undertake to teach students, some of whom are under 18 years of age, so we are required to undertake a background check through the DBS of any criminal convictions and offences for all homestay providers that provide accommodation to students aged under 18.

The Company collects, uses and processes a range of personal information about you in accordance with 4 different lawful bases for processing as shown below in the section ***Why and how do we use your personal information?***

The personal information we collect and process is shown below including the applicable lawful basis for each:

- your contact details, including your name, address, telephone number and personal e-mail address (1)(2)(3)(4)
- your date of birth (1)(2)(4)
- your gender (1)(2)(3)(4)
- your marital status and dependants (1)(2)(3)(4)
- the start and end dates of your engagement (1)(2)(3)(4)
- application form, cover letter, copies of proof of right to work in the UK documentation (such as a Passport) and other background check documentation (such as DBS checks) (1)(2)(3)(4)
- your bank account details (1)(2)(3)(4) for making payment
- any termination of engagement

The Company will collect, use and process the following **special category** of your personal information:

- information about any criminal convictions and offences (1)(2)(3)(4)

How do we collect your personal information?

We will also collect additional personal information throughout the period of your working relationship with us. This may be collected in the course of your homestay-related activities. Whilst some of the personal information you provide to us is mandatory and/or is a statutory or a requirement, some of it you may be asked to provide to us on a voluntary basis. We will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

Your personal information may be stored in different places, including in a personal file in locked filing cabinets in a locked room and electronically on the Company's database (student management system), and in other IT systems, such as the e-mail system.

Why and how do we use your personal information?

We will only collect and process your personal information when the law allows us to. These are known as the legal bases for processing. We may also do so with your express consent. We will use your personal information in one or more of the following circumstances:

- (1) where we need to comply with a legal obligation
- (2) where we need to protect your interests
- (3) where it is necessary to protect our legitimate interests (or those of a third party), except where this is overridden by your interests or your fundamental rights and freedoms.

Our legitimate interests include: performing or exercising our obligations or rights under the direct relationship that exists between the Company and you as a homestay provider, internal administration and ensuring the smooth running of the business; ensuring the security and effective operation of our systems and network; protecting our confidential information; and conducting due diligence on employees, workers and contractors.

We believe that you have a reasonable expectation as a homestay provider that we will process your personal information. We have indicated above, by using (1), (2), (3), or (4) next to each type of personal information listed above, what lawful basis we are relying on to process that particular type of personal information.

The specific purposes for which we are processing, or will process, your personal information are to:

- enable us to maintain accurate and up-to-date records and contact details (including details of whom to contact in the event of an emergency)
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- maintain an accurate record of your engagement terms
- ensure compliance with your statutory rights
- ensure you are paid correctly
- meet our obligations under health and safety laws
- prevent fraud
- ensure adherence to Company rules, policies and procedures
- monitor adherence to equality and diversity policies
- enable us to establish, exercise or defend possible legal challenges

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

Why and how do we use your sensitive personal information?

We will only collect and use your **sensitive personal information**, which includes special categories of personal information and information about criminal convictions and offences, when the law additionally allows us to.

Some special categories of personal information, i.e. information about your health or medical conditions, and information about criminal convictions and offences, is also processed so that we can perform or exercise our obligations or rights in line with our Data Protection policy.

We may also process these special categories of personal information, and information about any criminal convictions and offences, where we have your explicit written consent. In this case, we

will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, these special categories of your personal information, and information about any criminal convictions and offences, are to:

- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks through the DBS
- meet our obligations under health and safety laws
- make decisions about continued engagement
- ensure effective HR, personnel management and business administration
- ensure adherence to Company rules, policies and procedures
- monitor adherence to equality and diversity policies

Where the Company processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring and in line with our data protection policy. Personal information that the Company uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time by making a request to the Data Protection Officer. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

Change of purpose

We will only use your personal information for the purposes for which we collected it. If we need to use your personal information for a purpose other than that for which it was collected, we will provide you, prior to that further processing, with information about the new purpose, we will explain the legal basis which allows us to process your personal information for the new purpose and we will provide you with any relevant further information. We may also issue a new Privacy Notice to you and may request your consent if we need it.

Who has access to your personal information?

Your personal information may be shared internally within the Company, such as those who deal with administration and finance.

We will never share your details with third parties.

We may also need to share your personal information with a regulator or to otherwise comply with the law.

How does the Company protect your personal information?

The Company has put in place measures to protect the security of your personal information. It has internal policies, procedures, passwords and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. You can obtain further information about these measures from our Data Protection Officer.

The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

For how long does the Company keep your personal information?

The Company will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements.

The Company will generally hold your personal information for the duration of your engagement. The exceptions are:

- personal information about criminal convictions and offences collected in the course of the engagement process will be deleted once it has been verified through a DBS criminal record check, unless, in exceptional circumstances, the information has been assessed by the Company as relevant to the ongoing working relationship

Once your engagement is terminated, we will generally hold your personal information for 12 months after the termination of your engagement, but this is subject to:

- (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

Your rights in connection with your personal information

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes, e.g. you change your home address, during your working relationship with the Company so that our records can be updated. The Company cannot be held responsible for any errors in your personal information in this regard unless you have notified the Company of the relevant change.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that it is accurate and that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop

processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground

- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our Data Protection Officer. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Automated decision making

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any decisions will be taken about you based solely on automated decision making, including profiling. However, we will notify you in writing if this position changes.

Changes to this privacy notice

The Company reserves the right to update or amend this Privacy Notice at any time, including where the Company intends to further process your personal information for a purpose other than that for which the personal information was collected or where we intend to process new types of personal information. We will notify you when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

Contact

If you have any questions about this Privacy Notice or how we handle your personal information, please contact our Data Protection Officer.

The following should be added to any copy that is issued to anyone.

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed:

Print name:

Dated: