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Manchester Tutors – Tutors’ Privacy Notice

Manchester Tutors collects and processes personal data relating to its tutors and contractors to manage the working relationship. Manchester Tutors is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Manchester Tutors collect?

Manchester Tutors collects and processes a range of information about you.

This includes:

- [your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your contract;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with Manchester Tutors;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which Manchester Tutors needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.]

Manchester Tutors may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during your contract (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

[In some cases, Manchester Tutors may collect personal data about you from third parties, such as references supplied by former employers [information from employment background check

providers, information from credit reference agencies and information from criminal records checks permitted by law].

Data will be stored in a range of different places, including in your personnel file, in the Manchester Tutors' HR management systems and in other IT systems (including Manchester Tutors' email system and on third-party application, Tutor Cruncher).

Why does Manchester Tutors process personal data?

Manchester Tutors needs to process data to enter into a contract with you and to meet its obligations under your contract. For example, it needs to process your data to provide you with a contract, to pay you in accordance with your contract and to administer any entitlements.

In some cases, Manchester Tutors needs to process data to ensure that it is complying with its legal obligations.

In other cases, Manchester Tutors has a legitimate interest in processing personal data before, during and after the end of the contractual relationship. Processing tutors' and contractors' data allows Manchester Tutors to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency), and records of your contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that tutors and contractors are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former contractors; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out our legal obligations (such as those in relation to those with disabilities).

Where Manchester Tutors processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that Manchester Tutors uses for these purposes is anonymised or is collected with the express consent of tutors and contractors, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.]

Who has access to data?

Your information may be shared internally, including with [members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles].

Manchester Tutors shares your data with third parties in order to [obtain references from other employers, obtain background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. Manchester Tutors may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.]

Manchester Tutors also shares your data with third parties that process data on its behalf [, in connection with payroll, the provision of benefits and the provision of efficient management of tutors, tutees and parents].

Manchester Tutors will not transfer your data to countries outside the European Economic Area.

How does Manchester Tutors protect data?

Manchester Tutors takes the security of your data seriously. Manchester Tutors has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its team in the performance of their duties. Only administrators with specific permissions are able to access your data.

Where Manchester Tutors engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Manchester Tutors' measures to ensure the security of data.

For how long does Manchester Tutors keep data?

Manchester Tutors will hold your personal data for the duration of your contract plus 12 months.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- review, update and manage your data via Tutor Cruncher;
- require Manchester Tutors to change incorrect or incomplete data;
- require Manchester Tutors to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Manchester Tutors is relying on its legitimate interests as the legal ground for processing.

[If you would like to exercise any of these rights, please contact a member of the team at info@manchester-tutors.co.uk]

If you believe that Manchester Tutors has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations under your contract to provide Manchester Tutors with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide Manchester Tutors with data in order to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable Manchester Tutors to enter a contract with you. If you do not provide other information, this will hinder Manchester Tutors' ability to administer the rights and obligations arising as a result of the contractual relationship efficiently.

Automated decision-making

Contractual decisions are not based solely on automated decision-making.