



## Privacy Notice for (Partner Salons) Employers (compliant with the GDPR)

**Data controller:** Inter Training Services Ltd  
2 London Road, Horndean, Waterlooville, Hampshire PO8 0BZ  
T 02392 591666  
Data Management Officer: Victoria Kirton [victoria@its.ltd.net](mailto:victoria@its.ltd.net)

### The categories of employer information we collect, hold and share include:

- **Personal information** - name and personal contact details
- **Business information** – such as name and address of business, business telephone number, email address, size of business, arrangements for training, health and safety arrangements and grants/incentive payment information
- **Progression and achievement of your learners** – such as qualification and retention rates

### Why we collect and use this information

We use employer data to:

- support training programmes
- monitor and report on learner progress
- identify and provide appropriate support to ensure compliance to ESFA requirements for government funding
- assess the quality of our services
- comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use employer information under Article 6 of GDPR ‘processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract’, and from Article 9 ‘processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject’.

### **Collecting employer information**

Whilst the majority of employer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing employer data**

When the employer agreement ends, the employer information is moved to a 'non-active folder'. If the data remains dormant, it is deleted after 3 years.

### **Who we share employer information with**

We routinely share employer information with:

- the Education and Skills Funding Agency (ESFA)
- City and Guilds

### **Why we share employer information**

We do not share information about employers with anyone without consent unless the law and our policies allow us to do so. We share employers' data with the ESFA and City & Guilds on a statutory basis. This data sharing underpins funding and the measurement of performance measures.

We are required by law, to provide information about employers to the ESFA as part of statutory data collections. The DfE or ESFA may share information about employers with other government departments for research purposes and with third parties who promote workforce development in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE and ESFA have robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE or ESFA releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to employer information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### **Consent form for image use**

During training programmes and other hairdressing related activities, pictures and/or videos may be taken. We may like to use these in presentations, in our own booklets, newsletters, publicity, website or social media.

I understand that:

- images will be held in accordance with the Data Protection Act / General Data Protection Regulation
- I can ask ITS to stop using my images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

### **Requesting access to your personal data**

Under data protection legislation, employers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your evidence record, contact:

Victoria Kirton, Administrator and Data Management Officer on 02392 591666 or email [Victoria@its-ltd.net](mailto:Victoria@its-ltd.net)

You also have the right to:

- 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Victoria Kirton, Administrator and Data Management Officer

T - 02392 591666

Email - [Victoria@its-ltd.net](mailto:Victoria@its-ltd.net)

## Privacy Notice for Employers

Employer name \_\_\_\_\_

Partner Salon \_\_\_\_\_

### Confirmation of Consent

In the event of any images of me being taken, I consent to them being used for educational purposes.	Yes/No
I understand that if I am easily identifiable (e.g. a close facial shot) I will be informed first.	Yes/No
I consent to the images being used on the ITS website.	Yes/No
I consent to the images being used on ITS social media accounts.	Yes/No
I consent to the monthly ITS newsletter "ITS a hair thing" being sent to me	Yes/No

Employer signature \_\_\_\_\_ Date \_\_\_\_\_