



EMPLOYMENT PRIVACY NOTICE

Addysg Oedolion Cymru | Adult Learning Wales is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use equality information provided by you before or during the course of your employment; and after the employment relationship has ended in accordance with data protection legislation.

INTRODUCTION

Addysg Oedolion Cymru | Adult Learning Wales is the data controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 and the new General Data Protection Regulations 2018.

Addysg Oedolion Cymru | Adult Learning Wales has a data protection officer who can be contacted if you have any questions regarding how your data will be used and the contact details are as follows:

Data Protection Officer, Addysg Oedolion Cymru | Adult Learning Wales, 7 Coopers Yard, Curran Road, Cardiff CF10 5NB or dpo@adultlearning.wales or dpo@addysgoedolion.cymru

GENERAL DATA PROTECTION PRINCIPLES

In collecting and processing your personal information, we will comply with data Protection. This requires that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

More information on general data protection principles can be found in the AOC | ALW [Data Protection Policy](#).

THE INFORMATION WE COLLECT AND THE PURPOSE OF THE PROCESSING

We wish to collect equality information from you, for monitoring purposes, and to support the aims of our Strategic Equality Plan. In collecting this information from you, we are adhering to the Public Sector Equality Duty which aims to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and those who do not.

As such, we are seeking to update our records regarding 'Protected Characteristics' held by our employees as defined by the Equality Act 2010. Specifically, we collect information about:

- Age
- Disability
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Information on gender reassignment is not collected, although we would ensure that those who are undergoing transition, or who have taken **any steps** towards transition are protected in line with our [Transitioning at Work Policy](#).

We will keep equality information for 1 year after the termination of the employment relationship.

No information will be shared with third parties without your direct and explicit consent.

You have a right to access your personal information, and in certain circumstances to object to the processing of your personal information, to rectify, to erase and restrict your data and to withdraw your consent if you have given this.



Any requests or objections should be made in writing to the Data Protection Officer:

dpo@adultlearning.wales

Data Protection Officer
7 Coopers Yard
Curran Road
Cardiff
CF 10 5NB

You have the right to lodge a complaint about how your data is being processed with a supervisory authority where you reside or work, or the place of the alleged infringement if you consider that the processing of personal data relating to you infringes data protection legislation.

In order to lodge a complaint with the ICO (Information Commissioner's Office) go to:

<https://ico.org.uk/concerns/> or telephone them on 0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF