

Privacy Notice for Staff and Homestays UK schools



PRIVACY NOTICE FOR STAFF AND HOMESTAY HOSTS

YOUR PERSONAL INFORMATION AND HOW WE USE IT

Centre of English Studies will collect and use personal information about you (our staff and homestay hosts). We do this through the completion of various forms which ask for your personal details

We hold and use your information to help us fulfil our contractual obligations to you (i.e. to pay you) and to help us provide a safe and secure environment for you to work in. We also use the information in order to ensure that we all have a safe and secure environment for our students (i.e. by asking you to undertake DBS checks)

The information we hold includes (but is not necessarily limited to) your

- personal contact details
- banking details
- evidence of DBS clearance
- information about your family home (in the case of homestay hosts)
- educational qualifications

We will hold all of your personal information securely and only those with a legitimate need to access it will be permitted to. We will not pass any personal information on to third parties unless we have received your **explicit written consent** to do so.

You can ask to see any information we hold about you.

There is no cost to see this information

You can see the full CES Data Protection Policy here by looking on our website or by contacting the Principal

If you have any questions about the way we use your personal data, contact datauk@ces-schools.com