

DATA PROTECTION POLICY

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Harrison Allen is committed to protecting the privacy of our staff, clients, students and tutors. We safeguard any information that we collect and we make every reasonable effort to only use this information as requested.

Harrison Allen is registered under the Data Protection Act 1998. A copy of our entry can be found on the register of data controllers at www.ico.gov.uk. We hold and use client and tutor data for the purposes of the services that we provide. Clients and tutors providing personal data to Harrison Allen are consenting to the use of that data by Harrison Allen for the purpose of effecting introductions to Tutors, for billing and fee collecting purposes and to enable Harrison Allen to contact the client and/or student from time to time. Where required, for legitimate purposes in connection with Harrison Allen's business and subject to suitable safeguards, that data may be transferred to others.

For full guidance see online

http://www.ico.org.uk/for_organisations/data_protection/~media/documents/library/Data_Protection/Practical_application/the_guide_to_data_protection.ashx

Harrison Allen believes in the data protection principles as laid down by the Information Commissioner's Office, namely:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.

Sensitive personal data would be:- racial or ethnic origin, political opinions and religious beliefs, physical or mental health/condition, sexual life, any offences, membership of a trade union.

7. Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

DATA Protection Act Guidelines for Recruitment

- If you collect or use information about people as part of a recruitment or selection exercise, the Data Protection Act would apply. For example, you could obtain information about people by asking them to complete an application form or to e-mail their CV to you.
- The Act does not prevent you recruiting staff effectively. What it does is help to strike a balance between an employer's need for information and an applicant's right to respect in their private life.
- The Act requires openness. Applicants should be made aware of information collected and for what it will be used. Gathering information about an applicant should not be covertly collected.

Section 3: Recruitment and selection

- Make sure that when you place a recruitment advert you identify your organization properly – people should know to whom they are applying. When using a recruitment agency, make sure the agency has identified itself.
- Use the information you collect for recruitment or selection only. If you are going to use the information for any purpose that goes beyond this, such as to add names to your company's marketing list, you must explain this clearly.
- Ensure that those involved in recruitment and selection are aware that data protection rules apply and that they must handle personal information with respect.
- Do not collect more personal information than you need. It is a breach of data protection rules to collect personal information that is irrelevant or excessive. Design your application form carefully.

Security of the Office

The office is situated in a building with double locked doors and a security system that is enabled whenever the building is empty. Personal information held in hard copy is locked in filing cabinets. Visitors are accompanied in an out of the building and required to sign in.

Security of Computers

All computers have a firewall and virus-checking software. All updates are regularly received and installed. All computers have anti-spyware software installed. All computers are password protected. All information is securely removed from the hard disk before disposing of old computers. Computers are backed up to a remote location on a daily basis.

Security of E-mails

Harrison Allen takes the security of e-mails very seriously. Harrison Allen uses an email security service which filters email for spam and viruses. Where attachments are sent with password protection the protocol is always followed. Emails sent to multiple recipients who have no relationship are Blind Carbon Copied. Tutors receiving e-mail including personal details of clients are required to have robust computer protection.

Security of database

Our database is password protected and personal details are only visible to the staff in the Harrison Allen office. Tutors cannot see the personal details of the clients and Clients cannot see the personal details of clients

Security of Printed Information

Personal information held in hard copy is held in locked filing cabinets. Confidential information is shredded when it is no longer required to be held by us. Confidential information given to us in hard copy is not scanned onto computers or reproduced electronically. Tutors holding printed information about their students are required to shred that information when it is no longer needed. Tutors are required to keep any confidential information regarding clients secure.

Data an employer can keep about an employee includes:

- name
- address
- date of birth
- sex
- education and qualifications
- work experience
- National Insurance number
- tax code
- details of any known disability
- emergency contact details

They can also keep details about an employee such as:

- employment history with the organisation
- employment terms and conditions (eg pay, hours of work, holidays, benefits, absence)
- any accidents connected with work
- any training taken
- any disciplinary action

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