



Privacy Notice – Staff & Contractors

Policy Owner: Bridge 2 Education & Employment

Linked Policies: Safeguarding & Child Protection Policy, Data Protection Policy

Effective Date: June 2026

Review Date: June 2027

Introduction

B2EE processes personal information relating to employees, volunteers and applicants.

This notice explains how and why personal information is used.

Information We Collect

We may collect:

Recruitment Information

- Application forms
- CVs
- References
- Interview notes

Employment Information

- Name
- Address
- Contact details
- National Insurance Number
- Bank details
- Payroll information

- Qualifications
- Training records
- DBS information
- Supervision records
- Absence records

Why We Collect Information

To:

- Manage employment.
- Meet safeguarding requirements.
- Pay staff.
- Provide training.
- Monitor compliance.
- Maintain personnel records.
- Meet legal obligations.

Legal Basis

Information is processed under:

- Employment law
- Safeguarding requirements
- Contractual obligations
- UK GDPR
- Data Protection Act 2018

Information Sharing

Information may be shared with:

- Payroll providers
- Pension providers
- DBS
- HMRC
- Local Authorities
- Regulatory bodies
- Training providers

Information Storage

Information is stored securely within:

- Microsoft 365
- Secure personnel systems
- Secure electronic records

Access is restricted according to role.

Retention

Personnel records are retained in accordance with statutory guidance and employment legislation.

Staff Rights

Staff have the right to:

- Access information.
- Request corrections.
- Raise concerns.
- Submit Subject Access Requests.

Requests should be sent to:

info@bridge2ee.co.uk

Complaints

Concerns can be raised directly with B2EE or the Information Commissioner's Office.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: June 2026

Next Review Date: June 2027



