

GDPR Policy

Introduction

The [Data Protection Act 2018](#) controls how your personal information is used.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

LTS Group processes personal data in relation to its own staff and individual client members. LTS abides by the principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 set out below.

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Your rights

Under the Data Protection Act 2018, you have the right to find out what information we store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

LTS Group holds data on individuals for the following general purposes:

- Staff administration



- Advertising, marketing, and public relations
- Administration of processing work seekers personal data for the purpose of work-finding services.

The data LTS Group holds will be processed in compliance with Article 5, GDPR using the fair processing as follows:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject.
- We will tell you why we are collecting the data and what our purposes for processing data are.
- Only collect the data necessary for the stated legitimate purposes
- Keep personal data up to date and accurate. Old data will be deleted or amended
- Not keep data in a form that allows identification of the data subject for longer than necessary for the legitimate purposes notified to the worker.
- Keep data secure

Personal data means data which relates to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly. Data will only be processed in compliance with the following legal requirements

- Legitimate interest
- Legal obligations
- Consent

Data LTS Group holds will be reviewed on a regular basis to ensure that it is accurate, relevant, and up to date.

Data processing

Data processing means obtaining, recording, or holding the data or carrying out any operation on the data. This includes:

- Collecting: Gathering personal data
- Recording – putting personal data into a record
- Organisation – structuring personal data.

It applies to any processing that is carried out a computer, laptop, iPad or mobile device.

Employees have a number of obligations under the GDPR including:

- **Protecting personal data:** Employees must ensure that personal data is protected and processed in line with the law. This includes being aware of what information they have access to, and only sharing it when permitted.
- **Complying with instructions:** Employees must follow any instructions given by their organisation to help it meet its GDPR obligations.
- **Undergoing training:** Employees/workers should complete any GDPR training provided by their company, and any future training.
- **Reporting issues:** Employees should report any IT issues or suspicious messages to the relevant people within their organisation. They should also report any concerns or breaches as soon as they become aware.



- **Securing devices:** Employees should use strong passwords on their electronic devices, and lock or shut down their devices when they are not in use.
- **Transporting data securely:** If employees are taking personal data off the company premises, they should do so securely.
- **Deleting data:** Employees should delete emails containing personal data when they are no longer needed.

Employees may face legal consequences if they do not comply with their GDPR obligations. These consequences could include internal disciplinary measures or external enforcement actions.

Data subjects are entitled to obtain access to their data on request. All requests to access data by data subjects should be referred to the Data Protection Officer, Karen Coles. Where a request is granted the information will be provided within 30 days of the date of the request.

Any requests for information in or about a confidential reference need not be provided if the release of the information would identify an individual referee unless: the referee has given his or her consent. Any reference given by a third party must be referred to the Data Protection Officer.

Communicating this Policy

This policy will be communicated to work seekers during the initial interview and will be updated annually or if any changes to legislation. This policy is available on the LTS Group Website.

Contact	Contact details	Comments
Landline	020 8629 3655	Office hours
Eddi Banks	07540 881687	Director
Karen Coles	020 8629 3655	Data Protection Officer
Liz Feeney	07719 304301	Safeguarding Officer
Email contacts	e.banks@ltsg.co.uk ; k.coles@ltsg.co.uk ; l.feeney@ltsg.co.uk	

SIGNED: *Eddi Banks*

POSITION: DIRECTOR

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