



# Staff Privacy

## **Privacy Notice – Staff**

This privacy notice is intended for staff whether employed as PAYE, through an agency or as a freelancer. It includes all stages of employment including recruitment and selection, employment and post-employment.

If you feel this privacy notice does not apply to you, we have other privacy notices published on our website which can be viewed [HERE](#) .

This privacy notice describes how organisations within the BIMM Group collect, use, share and protect your information. To access this privacy notice in an alternative format please contact the privacy team.

### **Who are we?**

Your contract of employment will state the data controller for whom you have a relationship with as part of your employment or prospective employment. These entities are listed as follows:

Name: BIMM GROUP LIMITED

Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom  
Information Commissioner's Office registration: ?

Name: BIMM UNIVERSITY LIMITED

Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom  
Information Commissioner's Office registration: ZA362716

Name: MET FILM SCHOOL LIMITED

Address: Building A, Ealing Studios, Ealing Green, Ealing, London, W5 5EP, United Kingdom  
Information Commissioner's Office registration: Z228019X

Name: BIMM DUBLIN LIMITED

Address: 62-64 Francis St, Dublin 8, Ireland

Throughout this privacy notice a reference to BIMM refers to all of these entities.

We operate in line with the requirements of UK GDPR and EU GDPR.

BIMM employ a single Data Protection Officer covering all the data controllers listed above. Their details are as follows:

Name: Benjamin Phillips

Email: [privacy@bimm.ac.uk](mailto:privacy@bimm.ac.uk)

Address: 38-42 Brunswick Street West, HOVE, East Sussex, BN3 1EL, United Kingdom

For individuals who are based in the European Union and those who visit our facilities in Berlin and Dublin, you are covered by the territorial scope of the EU GDPR. Where this is the

case, in addition to UK GDPR, you can also use any of your rights under EU GDPR including the right to raise a complaint with your local supervisory authority. For any matters arising under the EU GDPR in respect to clause 17 of the European Union standard contractual clauses BIMM shall be governed by the laws of the Republic of Ireland, and in respect to clause 18 BIMM nominates the Data Protection Commission (Ireland) as their choice of forum and jurisdiction.

## How we collect your data?

We collect information about you from the following sources:

- Directly from you
- From an employment agency
- From your employer if you are a secondee
- From referees, either external or internal
- From occupational health and other health service providers
- From pension administrators
- From government departments, for example tax details from HMRC
- From providers of staff benefit schemes
- CCTV systems where you are captured by cameras operating on our sites

The following table shows the lawful basis of process for the different types of data processing activities we undertake as part of your employment.

Activity	Lawful basis
<ul style="list-style-type: none"> <li>• Recruitment process</li> <li>• Collecting employment references</li> <li>• Maintaining your personnel file</li> <li>• Operation of the disciplinary and capability proceedings</li> <li>• Process leave requests including holiday, sickness, maternity and paternity</li> <li>• Operate the pension scheme</li> <li>• Operate payroll</li> <li>• Learning and development records</li> <li>• Planning, resourcing and delivery of university courses</li> </ul>	Contract
<ul style="list-style-type: none"> <li>• Providing access to wellbeing support</li> <li>• Providing access to employee benefit schemes</li> <li>• Emergency contacts and next of kin</li> </ul>	Legitimate Interest
<ul style="list-style-type: none"> <li>• Conduct DBS background checks</li> <li>• Right to work checks</li> </ul>	Legal Obligation
<ul style="list-style-type: none"> <li>• Issuing employment references</li> </ul>	Consent

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Occupational health</li> </ul> |  |
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## Data Storage

BIMM operate a record retention policy which outlines how long different types of information are kept. Different records are retained for different lengths of time depending on the original purpose for collecting the data. Retention schedules will be determined by legal, statutory, contractual or business needs.

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

BIMM will only store your personal data in the UK, EEA or another country where the UK government have granted adequacy under the data partnership agreements. If there is a need to process personal data in another territory, BIMM will ensure that relevant security measures are in place to protect your personal data. This will include placing contractual obligations on our data processors or ensuring recipients have subscribed to the relevant international frameworks that aim to ensure adequate protection.

## Who we share information with and why we share it

We will only disclose your personal data to a third party when we are required to by law, where we have your specific consent, or where appropriate arrangements are in place with regard to data sharing.

Information is shared within our company structure. As part of this any data collected by BIMM University Limited, Met Film School Limited or BIMM Dublin Limited will be shared with BIMM Group Limited for the purpose of administering your contract of employment. This data sharing takes place under an intra group agreement which governs the appropriate use and security requirements of your personal data.

BIMM share staff data for the purpose of facilitating your contract of employment with the following data processors:

Data Processor	Purpose for data sharing
Care First	UK employee wellbeing support
Affinity Financial Network Limited	UK employee benefit schemes
Experian	DBS and right to work checks
Everwell Occupational Health	Occupational health referrals
TES Global Limited	Professional development provider
Sussex Payroll Services	Administering payroll (UK employees)
Peter Finn and Company	Administering payroll (Irish employees)
ZMG	Administering payroll (BIMM German employees)
STB-M Ricters	Administering payroll (MetFilm German employees)
Scottish Equitable PLC	Pension scheme provider

Where a member of staff has provided emergency contacts, their details will be held in our HR system against the staff member. These details will only be used to contact the named individual(s) in the event of an emergency or to safeguard the member of staff.

Your data may be shared with third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, or is proposed to happen, then the new owners may use your personal data in the same way as set out in this Privacy Notice.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please write to the Data Protection Officer using the details at the top of this privacy notice.

### **How to complain**

If you have any concerns about the way BIMM collects or processes your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

We ask that in the first instance you give us the chance to put things right. However, if you remain unhappy with how we've used your data after raising a complaint with us, you have the right to lodge a complaint with a Data Protection Supervisory Authority.

The Data Protection Supervisory Authority for the United Kingdom is the Information Commissioner's Office.

The ICO can be contacted at:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
United Kingdom  
Helpline number: +44 303 123 1113  
Website: <https://www.ico.org.uk/make-a-complaint>

For complaints under the European Union General Data Protection Regulation you also have the right to lodge a complaint with your local Supervisory Authority or the Data Protection Commission (Ireland).

The DPC can be contacted at:  
Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland  
Helpline number: (01) 765 01 00  
Website: <https://www.dataprotection.ie>

### **Privacy Notice Revisions**

This privacy notice will be kept under review and changes will be published on our website.

This document was last updated on 23 October 2024.