

| | How personal data is collected | When data is collected | Purpose of data collection | Lawful Definition GDPR | People/organisations personal data may be shared with | How is data retained and period of retention | Average period of retention (as recommended by ICO) |
|---|---|--|--|--|--|---|--|
| Prospective employees | Cv and covering letter/email | Prior to appointment | Recruitment purposes (to make contact with prospective employees; gauge qualifications, experience and suitability) | Consent, Contract, Vital interests, Legal obligation | Mayflower staff; Accreditation UK | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | 2 Referees, referees are contacted and asked to complete a referee form | Prior to appointment / at interview | Recruitment purposes (to make contact with referees; gauge qualifications, experience and suitability) | Contract and Legal obligation | Recruitment purposes (and verification of experience, qualifications and suitability); Past employers (named referees) Mayflower staff; Accreditation UK | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Proof of identity (passport/Driving licence) | Prior to appointment / at interview | Proof of identity and signed Declaration forms are required by the Children Act 1989 as Mayflower College has students (under 18 years) to study throughout the year | Contract and Legal obligation | Accreditation UK, UKVI (UK visas immigration service) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Signed Declaration Form Regarding Suitability to Work with Children; requests name, address history (past 5 years) and any convictions relating to the care of children | Prior to appointment / at interview | Legal compliance: All staff are required to sign a Declaration Regarding Suitability to Work with Children (as required by the Children's Act 1989) | Public tasks and Legal obligation | Plymouth City Council (Safeguarding and Children's services); AccreditationUK compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Copies of original qualifications and certificates of study/training as required to comply with job description/vacancy details | Prior to appointment / at interview | Proof of qualifications and certificates of study/training are required to comply with British Council inspection criteria (AccreditationUK) | Consent, Contract, Vital interests, Legal obligation | Mayflower College staff; Accreditation UK | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Enhanced DBS check | Prior to appointment / at interview | Enhanced Disclosure application form available to view online at https://www.gov.uk/government/publications/dba-application-forms-guide-for-applicants is processed by City College Plymouth | Public tasks and Legal obligation | Processed by City College, Plymouth and certificate no retained for recruitment decision; certificate no and details may be shared with Accreditation UK for compliance and may be shared with Plymouth City Council (Childrens Safeguarding) | Enhanced disclosures are sent to the individuals only (Mayflower College does not receive a copy). Mayflower College staff request a copy to make a recruitment decision. A CENTRAL REGISTER of DBS certificate details (but not the criminal offences or details) are retained digitally. Hard copies and digital; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Mayflower College employees | New employee details form | After job offer accepted | To record contact details along with copies of identification, qualifications | Consent, Contract, Vital interests, Legal obligation | Payroll / HRMC / Lloyds BACS for payment/ Emergencies (medical & next of kin data) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Personal bank account details | After job offer accepted | To make payments | Contract and legal obligation | Lloyds Bank | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Contact details & next of kin | After job offer accepted | For contact details in the event of an emergency | Vital interests, Public Tasks, Legal obligation | Contact information in the event of emergencies | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Medical information/allergies | After job offer accepted | For information in the event of a medical emergency | Vital interests, Public Tasks, Legal obligation | Plymouth City Council, Accreditation UK compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | P45/P60's | After job offer accepted | To process payroll information | Contract, Public Tasks, Legal obligation | HRMC | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Prospective homestay providers | Telephone or online enquiry capture form request: name, address, telephone and email | Enquiry stage | Recruitment purposes (to make contact with prospective homestay providers; gauge location, experience and suitability) | Consent, Contract, Vital interests, Legal obligation | Mayflower staff | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Personal Referee; referees are contacted and asked to complete a referee form | Enquiry stage | Recruitment purposes (to make contact with referees; gauge experience and suitability) | Contract, Public Tasks, Legal obligation | Mayflower staff and named referees; Accreditation UK; Plymouth City Council (Safeguarding and Children's services) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Homestay provider application form: Name, address, telephone, email of main carer and spouse/partner | Enquiry stage | Recruitment purposes (to make contact with referees; gauge experience and suitability) | Contract, Public Task & Legal obligation | For recruitment, contact and information purposes personal data (name, address, telephone numbers, email) may be shared with other stakeholders to provide services to international students (information may be shared with parents; Mayflower College staff and teachers, group leaders, other homestay providers, transport companies (bairn or minibus) hire, international Education agents, Plymouth City Council, where homestay providers are accepting under 16 years - Private Fostering (Plymouth City Council) Safeguarding and Children's services; Accreditation UK and UKVI (UK Visas and Immigration) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Bank details including: Name and address, Name of Bank/Building Society, Name of Account Holder, Bank Sort Code, Account Number | Enquiry stage | To make payments to homestay providers | Contract & Vital interests | BACS payments via LLOYDS BANK; HRMC upon request | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | All Homestay providers (and any other adults over 16 years living in the household) must sign Declaration regarding the suitability to provide accommodation for children (Children Act 1989 Part 10)(Name, address history (past 5 years) and any convictions relating to the care of children | Enquiry stage | Legal compliance: All staff & homestay providers are required to sign a Declaration Regarding Suitability to Work with Children (as required by the Children's Act 1989) | Contract, Public Task & Legal obligation | Plymouth City Council (Safeguarding and Children's services); AccreditationUK compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Any adults over 16 years living in the household) must sign Declaration regarding the suitability to provide accommodation for children (Children Act 1989 Part 10)(Name, address history (past 5 years) and any convictions relating to the care of children | Enquiry stage | Legal compliance: All staff are required to sign a Declaration Regarding Suitability to Work with Children (as required by the Children's Act 1989) | Contract, Public Task & Legal obligation | Plymouth City Council (Safeguarding and Children's services); AccreditationUK compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
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| Main carer(s) - prospective homestay providers wishing to host juniors under 18 years | Enhanced DBS check | Prior to appointment / at interview | Enhanced Disclosure application form available to view online at https://www.gov.uk/government/publications/dba-application-forms-guide-for-applicants is processed by City College Plymouth | Contract, Public Task & Legal obligation | Processed by City College, Plymouth and certificate no retained for recruitment decision; certificate no and details may be shared with Accreditation UK for compliance and may be shared with Plymouth City Council (Childrens Safeguarding) | Enhanced disclosures are sent to the individuals only (Mayflower College does not receive a copy). Mayflower College staff request a copy to make a recruitment decision. A CENTRAL REGISTER of DBS certificate details (but not the criminal offences or details) are retained digitally. Hard copies and digital; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Adults over 16 years living in the prospective homestay providers address | Any adults over 16 years living in the household) must sign Declaration regarding the suitability to provide accommodation for children (Children Act 1989 Part 10)(Name, address history (past 5 years) and any convictions relating to the care of children | Enquiry stage | Legal compliance: All staff & homestay providers are required to sign a Declaration Regarding Suitability to Work with Children (as required by the Children's Act 1989) | Contract, Public Task & Legal obligation | Details may be shared with Accreditation UK for compliance and may be shared with Plymouth City Council (Childrens Safeguarding) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Private Fostering requirements for under 18 years staying over 27 nights: any adults over 16 years living in the prospective homestay providers address | Enhanced DBS check | Prior to appointment / at interview | Enhanced Disclosure application form available to view online at https://www.gov.uk/government/publications/dba-application-forms-guide-for-applicants is processed by City College Plymouth | Contract, Public Task & Legal obligation | Processed by City College, Plymouth and certificate no retained for recruitment decision; certificate no and details may be shared with Accreditation UK for compliance and may be shared with Plymouth City Council (Childrens Safeguarding) | Enhanced disclosures are sent to the individuals only (Mayflower College does not receive a copy). Mayflower College staff request a copy to make a recruitment decision. A CENTRAL REGISTER of DBS certificate details (but not the criminal offences or details) are retained digitally. Hard copies and digital; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Mayflower College Homestay Providers | Homestay providers must provide photographic identification (passport/driving licence) | At interview (or during homestay provider visit/inspections) | Proof of identity | Contract, Public Task & Legal obligation | Accreditation UK compliance; UKVI | Digital record of the passport no or driving licence is recorded in the database; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Fire Risk Assessment (includes Gas Safety certificate): includes name, address and Fire risk assessment relating to the property along with Gas safety certificate details | At interview (or during homestay provider visit/inspections) | Legal compliance | Contract, Public Task & Legal obligation | Safety requirement for renting a room https://www.gov.uk/rent-room-in-your-home ; data may be shared with Devon & Somerset Fire & Rescue service and Accreditation UK compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |

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| Prospective students | Telephone or online enquiry capture form request: name, address, telephone and email | Via enquiry form on the website | To make contact with prospective students and send information re: courses/prices/enrolment process | Consent, contract | To make contact with prospective students and send information re: courses/prices/enrolment process | Digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Optional data capture for weekly e-newsletter: http://www.maycoll.co.uk/newsletter.htm Name, email, nationality, date of birth | Via enquiry form on the website | To send a weekly e-newsletter to students. The data is not shared with any other third party. | Consent, Contract | To send a weekly e-newsletter to students. The data is not shared with any other third party. | Digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | http://www.maycoll.co.uk/enrolmentform.html Name, address, gender, occupation, date of birth, nationality, telephone, mobile, email, medical/dietary information, next of kin, passport/ID card number | Via online enrolment form on the website | To provide educational and accommodation services for international students; | Consent, Contract, Vital interests, Public Task & Legal obligation | To provide educational and accommodation services for international students; data may be shared with other stakeholders (for example: the information may be shared: Mayflower College staff and teachers, group leaders, other homestay providers, transport companies (buses or minibuses) HVE, international education agents, Plymouth City Council, where homestay providers are accepting under 16 years - Private Fostering (Plymouth City Council), Accreditation UK and UKVI (UK Visas and Immigration) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Current & Past students | Mayflower staff check and take a photocopy of identification (passport/National identity card) | Students may consent to send prior to arrival; but photocopies are always taken upon arrival | Photographs (or copies of passports/identification) taken at registration are only used for security purposes and access to services and can only be used for those reasons. If Mayflower intends to use registration photographs for any other reason, we will normally obtain consent from the individual. | Consent, Contract, Vital interests, Public Task & Legal obligation | For proof of identity. Data may be shared with Accreditation UK, UKVI (UK Visas and Immigration), medical staff and services, Police services and as requested for visits to local schools/companies/organisations and other organisations as required for legal compliance. | Digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Past students testimonials and video footage for the website; Personal tutors collect video footage and information re: academic progression | Students (or parents of students under 18 years) may give their consent to have their photographs or videos taken for marketing purposes and/or for teachers to gauge academic progression | Marketing or to mark academic progression | Consent | If consent is given, this information may be shared on the Mayflower College website, Facebook or with other staff and students. | Digital (password protected computers); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Mayflower College staff and students may take photographs during lessons/afternoon activities and excursions. All students are given the opportunity prior to their course starting to opt-in or opt-out. Juniors the consent appears on the "Parental consent form" and for adults it appears on the Student induction form (adults) | Photographs may be taken during lessons/afternoon activities and excursions. | Facebook/social media and marketing purposes | Consent | Mayflower College Facebook sites are both closed groups. The only members are past/current students and past/current staff of Mayflower College. | Hard copies and digital; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Students leaving are giving the option to opt-in for weekly e-newsletter as part of their online feedback at http://www.maycoll.co.uk/feedback/ | Via online feedback form at http://www.maycoll.co.uk/feedback/ | To send a weekly e-newsletter (with English homework) to past students. The data is not shared with any other third party. | Consent | The e-newsletter is sent to the email address supplied and the information is not shared with any other third party. | Digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Students attending company visits (activities and excursions) | Name, nationality, age and gender may be requested by companies offering visits, activities and excursions to international students | When arrangements/bookings are made with companies/activity providers | For proof of identity, to understand student requirements and details in the event of an emergency | Contract, Vital interests, Public Task and Legal obligation | Name, nationality, age and gender may be requested by companies offering visits, activities and excursions to international students. Every organisation that offers goods and services in the EU needs to be compliant to GDPR, so data should not be shared unless there is a lawful basis for doing so (i.e. consent, contract/legal obligation, vital interests, public task or legitimate interest). | View company website and privacy policy for further information; all UK companies have to abide by GDPR rules, so the data is not shared with any other third party without prior consent or. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Students attending work placements in the UK may be asked to provide the following | CV and covering letter/email | Prior to appointment | Recruitment purposes (to make contact with prospective employees; gauge qualifications, experience and suitability) | Consent, Contract, Vital interests, Legal obligation | Mayflower staff; Accreditation UK | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Proof of identity (passport/Driving licence) | Prior to appointment / upon arrival | Proof of identity and signed Declaration forms may be required | Contract and Legal obligation | Accreditation UK, UKVI (UK visas immigration service) | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Signed Declaration form Regarding Suitability to Work with Children; requests name, address history (past 5 years) and any convictions relating to the care of children | Prior to appointment / upon arrival | Potential work placement students may be required to sign a Declaration Regarding Suitability to Work with Children (as required by the Children's Act 1989) | Public tasks and Legal obligation | Plymouth City Council (Safeguarding and Children's services); Accreditation/UK Compliance | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Copies of original qualifications and certificates of study/training as required to comply with job description/vacancy details | Prior to appointment / upon arrival | Proof of qualifications and certificates of study/training may be required | Consent, Contract, Vital interests, Legal obligation | Mayflower College staff; Accreditation UK | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| | Enhanced DBS check or equivalent police check from their home country with an authorised translation | Prior to appointment / at interview | Enhanced Disclosure application form available to view online at https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants is processed by City College Plymouth | Public tasks and Legal obligation | Processed by City College, Plymouth and certificate not retained for recruitment decision; certificate no and details may be shared with Accreditation UK for compliance and may be shared with Plymouth City Council (Childrens Safeguarding) | Enhanced disclosures are sent to the individuals only (Mayflower College does not receive a copy). Mayflower College staff request a copy to make a recruitment decision. A CENTRAL REGISTER of DBS certificate details (but not the criminal offences or details) are retained digitally. Hard copies and digital; we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |
| Suppliers (i.e companies that supply goods and service to Mayflower College) | Name and address; Name of Bank/Building Society, Name of Account Holder, Bank Sort Code, Account Number | At the start of the contract (or after the first invoice has been received) | To make payments by bank transfers (BACS, | Contract and legal obligation | Lloyds Bank | Hard copies (2 key policy locked cabinet in a locked room) and digital (password protected secure database); we keep information for as long as necessary. | The GDPR Act does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. |