

PRIVACY NOTICE - STAFF

Privacy Notices:

The school workforce: those employed to teach, or otherwise engaged to work at GEMS World Academy - Dubai (GWA).

The Data Protection Act 2020: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our Academy. This is for employment purposes to assist in the running of the Academy, and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work GEMS Review Board and The Labour Law

This personal data includes identifiers such as names, passport and visa information and characteristics such as; ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to relevant Government institutions, such as the below and others as the law might require:

- KHDA
- MOHRE
- Immigration
- Emirates ID
- MOFA
- MOE

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Human Resources Manager**:

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