

Privacy Notice for Staff at the College

Notice about how we use your personal information

We are the data controller of personal information about you. We are Newcastle & Stafford Colleges group. Our address is: Knutton Lane, Newcastle-under-Lyme, Staffordshire, ST5 2GB.

Our Data Protection Officer is Andy Bailey. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Newcastle & Stafford Colleges Group, Knutton Lane, Newcastle-under-Lyme, Staffordshire, ST5 2GB / Tel. 01782 254275 / e-mail. andy.bailey@nscg.ac.uk.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

This notice sets out how we use your personal information as your employer or when you apply for a job with us and in particular:

- the information that you give us;
- the uses made of your personal information;
- how we collect the information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
- how we share your personal information;
- how we transfer your personal information outside of Europe; and
- your rights over your personal information.

THE INFORMATION THAT YOU GIVE US

We will collect personal information from you when you apply for a job with us. This will include your: [name; address; phone number; email; date of birth; DoF number; NI number; current employment details including job title, start and end dates, current salary, notice period, reason for leaving; all past employment details; education details; interests; whether you are related to any personnel of the College or Governing Body; references; special arrangement details for interview; criminal record details; Disclosure Barring Service check, including European Economic Area (EEA) check; Prohibition from Management check; Prohibition from Teaching check; Check of Barred List/List 99; Pre-employment Health Questionnaire/Medical Report].

We will collect personal information from you when you are a new starter and become an employee of the College. This will include your: [name; marital status; previous surname(s); address; date of

birth; occupation/department; type of employment; phone number; email addresses; NI number; start date; next of kin and contact details; bank details; pension details; statement about employment; student loan details; offer letters; employment terms and conditions; changes to your terms and conditions; certifications/qualifications, disciplinary, grievance, capability, job descriptions, sickness absences, maternity/paternity/adoption information; accidents and injuries at work; working time information; annual leave records; recruitment information; photo; payroll details; gender; flexible working; exit interviews; return to work notifications; parental leave request forms; appraisal/performance; bank account number; sort code; car registration number and driving licence details; disqualification information; sickness absences; medical information including details of any relevant disability and how this affects you; thumb print].

THE USES MADE OF YOUR PERSONAL INFORMATION

We will use your personal information set out above as follows:

- for the recruitment process and for carrying out pre-employment checks;
- for safeguarding students;
- for checking your identity and right to work in UK;
- for checking your qualifications;
- to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- for the performance of a contract with you, or to take steps to enter into a contract
- to set up payroll and pension and to reimburse expenses;
- for dealing with HMRC;
- for carrying out Occupational Health Services;
- for communicating with you, including for marketing purposes;
- for carrying out our role as your employer or potential employer;
- for compliance with a legal obligation (eg our obligations to you as your employer under employment protection and health safety legislation, and under statutory codes of practice, such as those issued by ACAS);
- for the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms

We treat your personal information with confidentiality and we do not use it for any other purposes.

HOW WE COLLECT THE INFORMATION

We may collect this information from you, your personnel records, the Home Office, pension administrators, your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators, the DBS, your trade union, other employees, consultants and other professionals we may engage, eg to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure, time management system, cashless payment system, active directory, HR & payroll system, document management system, application logs, screen capture, automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail, mobile phone records, data loss prevention systems, firewalls, unified threat management systems, transport layer security, mobile device management systems, relevant websites and applications.

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

We collect and use your personal information on the basis that it is necessary for performing our employment contract with you, or it is necessary to take steps before entering into the contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for 12 months.

When you are an employee, we will keep your personal information for as long as you work with us and then after you leave, we will keep your personal information for the periods stated in our Data Records Retention Policy.

HOW WE SHARE YOUR PERSONAL INFORMATION

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation: Frontier Payroll / HR Software

Purpose:	To enable Frontier Software supplier to access the database to fix critical issues that may prevent the running of salary payments or essential system operation.
Organisation / type of organisation:	Phoenix Occupational Health
Purpose:	To gain independent medical advice for staff to enable the College to make objective assessments regarding health & Safety / welfare of staff.
Organisation / type of organisation:	Hobson Health
Purpose:	To undertake GP medical reports in relation to ill health retirements as required by the Colleges pension providers.
Organisation / type of organisation:	Vacancy Filler
Purpose:	To facilitate the College's online application / recruitment process.
Organisation / type of organisation:	Access Screening / Disclosure & Barring Service
Purpose:	To facilitate new starter DBS Checks.
Organisation / type of organisation:	Our legal advisers
Purpose:	For the purpose of seeking legal advice

In all cases we shall ensure that the recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or other entitled public bodies as required to comply with the law.

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

We do not store or transfer your personal data outside of Europe.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;

- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business or other legitimate need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.