

## **PRIVACY NOTICE** **College Staff**

### **PRIVACY NOTICE FOR COLLEGE STAFF:**

We will hold and process any personal data, including sensitive (special category) personal data, relating to you in accordance with our legal obligations, in the manner set out in the Privacy Policy for Staff and in accordance with our General Data Protection Policy, which can be found on the College network (ESC), intranet (JRC) and College websites. You should familiarise yourself with our General Data Protection Policy (and all other subsidiary policies to it) and comply with them at all times. Neither the Privacy Policy for Staff nor those policies form a part of your contract of employment.

### **NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION:**

We are the data controller of personal information about you. We are EAST SURREY COLLEGE (T/A ORBITAL SOUTH COLLEGES). Our address is: Gatton Point, London Road, Redhill, Surrey, RH1 2JX.

Our Data Protection Officer is Kevin Squire. If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at: **01737 772611 / Ext: 8406**, [DPO@esc.ac.uk](mailto:DPO@esc.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;
- 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, but is not limited to, your:

name; address; phone number; email; date of birth; IfL registration number (if applicable) ; NI number; current employment details including job title, start and end dates, description of duties, current salary, notice period, reason for leaving; all past employment details; education details; professional

memberships; IT knowledge; Supporting Statement; whether you are related to any staff 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.

We will also collect personal information from you when you are offered and accept a role and become an employee of the College. This will include the above information and in addition:

Name; marital status; previous surname(s); address; date of birth; application form; occupation/department; type of employment; phone number; email addresses; NI number; start date; right to work documents; identity documents; proof of address documents; Pre-employment Health Questionnaire; Prohibition from Teaching check; Check of Barred List; Equality & Diversity information; Equal Opportunities details; next of kin and contact details; bank details; pension details; 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; disqualification information; emails and handwritten notes regarding employment.

### **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;
- to set up payroll and pension and to reimburse expenses;
- for dealing with HMRC;
- for communicating with you, including for marketing purposes;
- for carrying out our role as your employer or potential employer

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

### **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, **religious** 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 6 months.

When you are an employee, we will keep your personal information for as long as you are employed and then after you leave, we will keep your personal information for 7 years.

When you are an employee, we will keep your pension information for as long as you are employed and then after you leave, we will keep your pension information for 75 years.

For any other information regarding retention and record keeping, please refer to the College Data Retention policy.

## HOW WE SHARE YOUR PERSONAL INFORMATION

We may share your personal information with the following organisations (or types of organisation) for the following purposes.

Organisation / type of Organisation	Purpose
National Statistics / Government	Reporting (on request)
Future Employers	Employment References
Ofsted, Department for Education	Reporting (on request)
Disclosure Barring Service	DBS Checks and Reporting
The Teachers' Pension Scheme (TPS)	Pension
The Local Government Pension Scheme (LGPS)	Pension
The People's Pension	Pension

We may also share your personal information with third parties who provide services to the College.

Organisation / type of Organisation	Service
Robens Centre / Occupational Health and Safety	Provider of Occupational Health Services
Peninsula / Indemnifiers	Provider of HR & Employment Law Advice
Unison / Trade Union	Recognised Trade Union
UCU / Trade Union	Recognised Trade Union
Online/External Training/CPD Providers	Training and CPD
BUPA / Private Medical	Provider of Private Medical
UNIT4 / Agresso	HR and Payroll System

## 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.

### **Changes to our privacy policy**

We keep our privacy policy under regular review.