

Privacy Notice - Staff

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes about its staff, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and associated documentation which can be found at www.northern.ac.uk/dataprotection.

2. Scope of this notice

- 2.1. This notice applies to anyone who is (or has been) employed by the college or has applied for a job with us.

3. The legal framework

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal data, please contact our data protection officer at 01226 776005 or dpofficer@northern.ac.uk.
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

4. What data will we collect from you

- 4.1. We will collect personal information from you when you apply for a job with us. This will be your: name; address; phone number; email; date of birth; 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; whether you are related to any personnel of the college or governing body; references; special arrangement details for interview; criminal record details; disability details; driving license; vehicle ownership; ethnicity; pre-employment health questionnaire/medical report.
- 4.2. We will also ask you if you would like to provide us with data regarding your religion/belief and sexual orientation.
- 4.3. We will collect personal information from you when you are a new starter and become an employee of the college and whilst you are an employee at 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; other employment; employment terms and conditions; changes to your terms and conditions; certifications/qualifications, working time information; annual leave records; photograph; payroll details; gender; appraisal/performance management data; bank details; disqualification information; medical information; car registration; car insurance details; training & development records; salary details; voluntary salary reductions; student loan details; attachment to earnings data; travel expenses; tax code data.

- 4.4. It may also include disciplinary, grievance, capability details, sickness absences, maternity/paternity/adoption information; accidents and injuries at work; flexible working; exit interviews; return to work notifications; parental leave request forms; occupational health records.

5. How will we use your data

- 5.1. We will use your personal data set out above as follows:

- 5.1.1. for the recruitment process and for carrying out pre-employment checks;
- 5.1.2. for safeguarding students;
- 5.1.3. for checking your identity and right to work in UK;
- 5.1.4. for checking your qualifications;
- 5.1.5. to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- 5.1.6. to set up payroll and pension and to reimburse expenses;
- 5.1.7. for dealing with HMRC;
- 5.1.8. for communicating with you;
- 5.1.9. for carrying out our role as your employer or potential employer.

- 5.2. The data described in this notice will only be used for the purposes outlined.

6. What is our legal basis for this processing

- 6.1. Generally, the data we collect is processed 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.
- 6.2. We also collect and use personal information on the basis that we need to do so in order to comply with our legal obligations.
- 6.3. Where we collect medical/health data this is defined as special category data. We collect and process this on the grounds that it is necessary for carrying out our obligations under employment law and/or necessary to assess the working capacity of employees. In some circumstances we may request your consent.
- 6.4. Where we collect data to enable us to ensure and monitor equality of opportunity and treatment e.g. your ethnicity, disability, religious belief, sexual orientation this is defined as special category data. In order to process this data we will seek your explicit consent to the processing for specified purposes.

1. How will we store and secure your data

- 1.1. All the above data is held electronically in password protected systems which are accessed by authorised college staff only. Some hard copy information is also retained, where this is the case it is stored in a locked area which is accessed by authorised college staff only.
- 1.2. The college uses software systems to process some of its personnel data which are provided by the following third party suppliers:
 - 1.2.1. Corero Resource 3200 – finance system
- 1.3. The college has a written agreement in place to ensure the protection of any data included which can be accessed by the provider. The providers do not have any routine access to the data processed by the software other than in the course of the provision of technical support and system development. This includes an online, two stage security validation system.

5. Does anyone else process your data

- 1.4. We use Cintra HR & Payroll Services Ltd to process payments in our payroll system. We have a third party data processing agreement in place which includes relevant clauses to ensure the protection of your personal data.

6. Who do we share your data with

- 6.1. We do not share information about our personnel with anyone without consent unless the law and our policies allow us to do so.
- 6.2. We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes:
 - 6.2.1. We will share information with HM Revenue and Customs for the purposes of administering your tax and national insurance arrangements.
 - 6.2.2. Where you are a member we will share relevant information with the Universities Superannuation Scheme for the purpose of administering your pension arrangements.
 - 6.2.3. Where you are a member we will share relevant information with the South Yorkshire Pensions Authority for the purpose of administering your pension arrangements.
 - 6.2.4. Where you are a member of the on-call rota we will share your contact details with our security services provider.
- 6.3. We may also share your personal information with third parties who provide services to the college as follows:
 - 6.3.1. In some circumstances the college may engage the services of an occupational health provider, where it is proposed that this is undertaken the human resources department will ensure that the individual concerned is provided with full details of the provider, an outline of any data to be shared and be asked to provide their consent where appropriate.
 - 6.3.2. From time to time the college may use the services of a third party recruitment agency. This is for the purpose of recruiting and employing personnel. Where this is the case we may share information about the individual employees concerned. The college will have a written contract in place with any provider utilised which will include appropriate clauses to ensure the protection of personal data.

7. Is your data transferred outside of Europe

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

8. Is your data used to make any automated decisions

- 8.1. We do not make automated decisions using the data outlined in this notice.

9. How long will we keep your data

- 9.1. We will not keep your personal information for longer than we need it for the purposes we have explained above.
10. When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for six months.
11. When you are an employee we will keep your personal information in line with our data retention schedule which can be found at www.northern.ac.uk/dataprotection.

12. What rights do you have over your data

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

- 12.1.1. 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/>);
 - 12.1.2. the right to ask us what personal data we are holding about you and to have access to a copy of your personal data;
 - 12.1.3. the right to ask us to correct any errors in your personal data;
 - 12.1.4. the right, in certain circumstances such as where our use of your personal data is based on your consent and we have no other legal basis to use your personal data, to ask us to delete your personal data;
 - 12.1.5. the right, in certain circumstances such as where we no longer need your personal data, to request that we restrict the use that we are making of your personal data;
 - 12.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
 - 12.1.7. the right, where our use of your personal data 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 data in a structured, commonly-used, machine-readable format.
- 12.2. Our 'rights of individuals (data protection) protocol' sets out your rights in more detail and explains how you can exercise them.

13. Changes to this privacy notice

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

14. Who can I contact for more information

- 14.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.