



PRIVACY NOTICE FOR STAFF

1. ABOUT THIS PRIVACY NOTICE

City College Plymouth is committed to protecting the privacy of personal information it obtains from you or is given on your behalf during and after your working relationship with the College. This privacy notice describes how the College will collect and use your personal information and also explains your rights regarding your personal information.

The College will use your personal information in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”), the Data Protection Act 2018 and any other applicable laws and regulations which relate to data protection and privacy.

2. DATA CONTROLLER

City College Plymouth is the data controller responsible for your personal data (collectively referred to as “the College”, “we”, “us” or “our” in this privacy notice).

We are:

CITY COLLEGE PLYMOUTH
Kings Road, Devonport, Plymouth, PL1 5QG
01752 305300

info@cityplym.ac.uk
www.cityplym.ac.uk

City College Plymouth is deemed to be a public authority under the definition within the Freedom of Information Act 2000.

City College Plymouth is registered with the Information Commissioner’s Office (ICO) and our ICO registration number is Z49441564.

3. DATA PROTECTION OFFICER

The Data Protection Officer for the College is Roger Henderson.

If you have any questions about this notice or the ways in which we use your personal information, including any requests to exercise your rights, please contact the:

Data Protection Officer, City College Plymouth
Kings Road, Devonport, Plymouth, PL1 5QG
01752 305735

4. YOUR RIGHTS REGARDING DATA

The General Data Protection Regulation (GDPR) ensures that individuals have the following rights in relation to personal and special category information processed by the College.

Requests to exercise any of the rights below can be made by contacting the Data Protection Officer for the College, Roger Henderson, at:

City College Plymouth
Kings Road, Devonport, Plymouth, PL1 5QG
01752 305735
legal@cityplym.ac.uk

- **Right to be informed**
You may ask the College what personal information we are holding, whether electronically or on paper.
- **Right of access/subject access request**
You may ask the College for a copy of your personal information held by the College. This will be provided free of charge except where a request is manifestly unfounded, excessive or repetitive, in which case a reasonable fee can be charged, based on the administrative cost of providing the information.
- **Right to rectification**
You have the right to ask the College to rectify any personal data if it is inaccurate or incomplete. If the College has disclosed your personal information to third parties, the College will inform them of the rectification where possible.
- **Right to erasure/right to be forgotten**
You have the right in certain circumstances, such as where the College's use of your personal information is based on your consent and the College has no other legal basis to use your personal information, to ask the College to delete your personal information.
- **Right to restrict processing**
You have the right in certain circumstances, such as where the College no longer needs your personal information, to request that the College restricts its' use of your personal information.
- **Right to data portability**

You have the right where processing is based on consent or the performance of a contract and is carried out by automated means, to ask the College to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

➤ **Right to object**

Where processing has been based on legitimate interests, the performance of a task in the public interest or for direct marketing purposes, you can object to the processing. The College, however, may still continue to process and hold your personal information if it can demonstrate legitimate grounds for processing or the processing is for the establishment, exercise or defence of legal claims.

➤ **Right to complain**

If you have any questions about your personal information or the way in which your information is being used, please contact the Data Protection Officer for the College, Roger Henderson, at:

City College Plymouth
Kings Road, Devonport, Plymouth, PL1 5QG
01752 305735
legal@cityplym.ac.uk

You may also complain to the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection issues. The details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

0303 1231113 or 01625 545745
casework@ico.org.uk
www.ico.org.uk

5. DATA PROTECTION PRINCIPLES

The data protection laws state your personal information must be collected and used fairly, stored safely and not disclosed unlawfully. These rules apply whether data is stored electronically, on paper or on other materials.

The College will ensure your personal information will be held and processed in accordance with the principles set out in the GDPR, namely that personal information must:

- be processed lawfully, fairly and transparently
- be obtained only for specific, lawful purposes
- be adequate, relevant and not excessive

- be accurate and kept up-to-date
- not be held for any longer than is necessary
- be processed in accordance with the rights of the data subject
- be protected by appropriate security measures
- not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of data protection.

6. DEFINITIONS For definitions of “personal information” or “special category information” or what is “processing”, please click here.

7. THE PERSONAL INFORMATION WE COLLECT AND USE

When you apply for a job with the College

We will collect and process your personal information, including:

- name, address, date of birth, phone numbers, e-mail addresses
- marital status, gender, religion, ethnic origin
- National insurance number, right to work authorisation
- Department for Education number
- current employment details including job title, start and end dates, current salary, notice period, reason for leaving
- all past employment details
- references
- all past education details
- qualifications, grades, professional memberships
- whether related to any personnel of the College or Governing Body
- special arrangement details for interview
- criminal record details, DBS check ,appropriate overseas check
- disqualification by association check, where necessary
- prohibition from teaching check
- check for Children’s and/or Vulnerable Adults Barred List
- pre-employment health screening/questionnaire/medical reports
- health surveillance details

When you become an employee of the College

In addition to the personal information in 7.1 above, we will also collect and process the following additional information:

- occupation/department/location of employment
- job description details
- start date
- photograph, staff number, identity badge
- car parking permit, CCTV surveillance
- next of kin/emergency contact details
- bank, tax status and payroll details, including deductions for Trade Union membership and attachment of earnings
- pension details
- statement about employment
- student loan details

- offer letters
 - employment terms and conditions/contract
 - changes to your terms and conditions
 - unspent disciplinary, grievance and capability details
 - sickness/absence details including SSP payments
 - maternity/paternity/adoption information
 - accidents and injuries at work, details of reasonable adjustments
 - working time information
 - exit interviews
 - return to work notifications and details
 - annual leave information
 - parental leave and flexible working request details
 - childcare, cycle to work, transport loan and other benefit details
 - health and medical details, including doctor's details, health records, medication, disabilities, additional needs/support, Access to Work support
 - Library details, IP address, your computer usage and use of College IT systems
 - any personal or special category information you provide through the College website, such as applications for courses or jobs
 - Human Resources Information System (HRIS) information
 - driving licence, car insurance and health checks for approved drivers
 - first aider details
 - training/personal development details
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- probation, performance, appraisals, one-to-ones, reviews and other performance/management information
 - passport, EHIC and fitness to travel details for foreign projects/trips.

8. OUR USE OF YOUR PERSONAL INFORMATION

The main use of your information will be to manage and administer your employment at the College and to fulfil our obligations as your employer or potential employer. This will include being able to:

- facilitate the recruitment process and carry out pre-employment checks
- check your identity and right to work in the UK
- check your qualifications and past employment
- make decisions about your recruitment/appointment
- set up payroll, pension, HMRC and other regulatory body statutory information and to reimburse expenses
- liaise with your pension provider
- safeguard students, staff, visitors and other College users
- record and monitor equal opportunities
- record and monitor equality and diversity information
- deal with legal disputes, including accidents at work, involving you, other employees or other College users
- manage any disciplinary, grievance and capability issues and to manage your performance
- manage sickness/absence information

- manage and promote marketing activities such as open days, careers events, publication of College course guides, promotion of College courses using a variety of channels
- manage and comply with health and safety regulations, including information for the proprietary online health and safety management system (OSHENS) including accident and incident investigations, auditing and risk assessment, EVOLVE educational visit management system and Cardinus display screen equipment/manual handling assessments.
- monitor your work and data created on College PCs/systems and to ensure compliance with IT, security and data policies.

9. THE LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL INFORMATION

Your personal information is processed on the basis that it is necessary for performing our contract of employment with you, or is necessary to take steps before entering into the contract with you.

In addition, some information is necessary for the College to comply with its legal or statutory obligations.

Where your information is special category information, eg health/medical information or criminal record details, we will process it on the basis that it is necessary for the purposes of carrying out our rights and obligations in the field of employment law and also because there is a substantial public interest for us to do so.

Marketing information is processed on the basis of a combination of our legitimate business interests and on the basis of consent (which can be withdrawn at any time).

10. SHARING OF YOUR PERSONAL INFORMATION

We may share your personal information with numerous individuals, organisations and third parties, including:

- College staff, HR, management and governance
- College pastoral support
- College safeguarding personnel and external safeguarding authorities
- appropriate external authorities to verify and manage your employment details eg Cornwall County Council for payroll, Teachers Pension Scheme, Local Government Pension Scheme
- appropriate external authorities to comply with legal/statutory obligations, eg HMRC
- Office for Standards in Education (OFSTED)
- internal and external auditors.
- emergency services such as ambulance/paramedics
- contracted transport operators such as Stagecoach and Citybus

- personal and special category information may be disclosed without your consent to the Police, probation and other law enforcement agencies where disclosure of your information is needed to prevent crime/fraud, apprehend offenders, assist with court proceedings and/or to protect and safeguard the rights, property or safety of the College, its students, staff and all other users.

11. HOW LONG WE KEEP YOUR PERSONAL INFORMATION FOR

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 application forms and interview notes for **six months** from the date of interview. All other information obtained and processed from the recruitment process will be retained for **two years** from your last application.

When you are an employee of the College, we will keep your personal information for as long as you work with us and then for a period of **six years** from the end of your employment.

The College is obliged to keep certain information for a longer period in order to comply with statutory/legal obligations, eg safeguarding, Health and Safety legislation. Further information can be found in the College Retention policy.

12. CHANGES TO OUR PRIVACY NOTICE

We keep our privacy notices under regular review and reserve the right to make small changes to ensure notices remain up-to-date and accurate. Significant changes to this notice will be made and approved by the Senior Leadership Team. This notice will be reviewed annually.

Date May 2018
Next review May 2019