

 <p>Farnborough College of Technology</p>	<b>Privacy Notice for Staff</b>
<b>Owner</b>	Data Protection Officer
<b>Approval by Corporation</b>	Not applicable
Date reviewed:	May 2018
Date for next review:	May 2019

## Introduction

Farnborough College of Technology collects and processes personal data relating to its staff to manage the employment relationship. The College is committed to being transparent about how it collects and uses its data, and adheres to the General Data Protection Regulation (GDPR), with respect to all information held about staff.

The College is registered with the Information Commissioner's Office - Registration Number Z7286389.

The Data Protection Officer can be contacted via email [dpo@farn-ct.ac.uk](mailto:dpo@farn-ct.ac.uk)

## Personal information that we hold about you

For administrative and business purposes, the College collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender;
- The terms and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- Information about your remuneration, including entitlement to benefits such as pensions and sick pay
- Details of your bank account and national insurance number;
- Information about your marital status, next of kin, dependents and emergency contacts;
- Information about your nationality and entitlement to work in the UK;
- Information about your criminal record as detailed within your Enhanced DBS;
- Details of your schedule (days of work and working hours) and attendance at work;
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;

- Information about medical or health conditions, including whether or not you have a disability for which the College needs to make reasonable adjustments;
- Equal opportunities monitoring information, including information about your key protected characteristics.

### **How we collect your data**

The College collects this information in a variety of ways such as through application forms, or CVs, from your passport or other identity documents, from forms completed by you at the start of or during employment, and from other correspondence with you.

The College may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data is stored in a range of different places, including in your personal file, in the College's Human Resources management systems and other IT systems.

### **Why we hold and process your data**

The College needs to process data to meet its obligations as your employer. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit and pension entitlements.

The College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to meet safeguarding guidelines, to comply with health and safety laws and to ensure that we meet our statutory obligations as an employer. It is necessary to carry out criminal records checks to ensure that you are permitted to undertake your role.

The College has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the College to:

- Run recruitment and internal appointment processes;
- Maintain accurate and up-to-date employment records and contact details, including details of who to contact in the event of an emergency, and records of employee contractual and statutory rights;
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Operate and keep a record of Enhanced DBS checks to ensure safeguarding requirements are met;
- Operate and keep a record of employee performance and related processes, to plan for career development and for succession planning and workforce management purposes;
- To operate and keep a record of absence and absence management procedures, to

allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;

- To obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- To operate and keep a record of other types of leave, including maternity, paternity, adoption, parental and shared parental leave, to allow effective workforce management, to ensure that the College complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- To ensure effective general HR and business administration;
- To provide references on request for current or former employees;
- To respond to and defend against legal claims;
- To maintain and promote equality in the workplace.

Where the College relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations, such as those in relation to employees with disabilities and for health and safety purposes.

Where the College processes other special categories of personal data, such as information about the protected characteristics, this is done for the purposes of equal opportunities monitoring.

### **Who we share your data with**

The College takes the security of your data very seriously. There are internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Your information will be shared internally, including with members of Human Resources and, where appropriate, Finance, your line manager, managers in the business area in which you work and IT staff, where access to the data is necessary for performance of their roles.

The College shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The College may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances, the data will be subject to confidentiality arrangements and in accordance with current legislation.

The College also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of pensions and other benefits and the provision of occupational health services. Your data is also included in the SIR (Staff Individualised Record) workforce data submission, which provides data about the structure and composition of our College to government and sector bodies, and may also be provided where there is a specific legal obligation to do so.

Where the College engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

The College will not transfer your data to countries outside the European Economic Area without your specific agreement.

### **How long we retain your data for**

The College will only hold your data for as long as is necessary to fulfil the purpose for which it was obtained and in line with current legislation and best practice. Specific timescales are detailed in the College's Retention of HR and Payroll Records Policy and Procedure.

### **What your rights are**

Under data protection legislation, you have the right to request access to the information that we hold about you. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer. You also have the right to:

- Require the College to change incorrect or incomplete data;
- Require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data the College is relying on its legitimate interests as the legal ground for processing;
- Ask the College to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the College's legitimate grounds for processing data.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Where you do not provide personal data**

You have some obligations under your employment contract to provide the College with data. For example, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the College with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failure to provide such data may mean that you are unable to exercise these.

Some information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the College to continue to enter a contract of employment with you. If you do not provide such information, it will hinder the College's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

### **Automated decision making**

Employment decisions are not based on automated decision-making.