

 Farnborough College of Technology	<b>Privacy Notice for Agency Workers</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 agency workers to manage the engagement. 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 agency workers.

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 and date of birth;
- Details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- 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;
- Assessments of your performance;

## How we collect your data

The College collects this information in a variety of ways such as CVs, from identity documents and from other correspondence with you or your agency.

The College may collect personal data about you from third parties, such as information from criminal records checks.

Data is stored in a range of different places, both in hard copy and electronically.

## Why we hold and process your data

The College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to ensure you have the right to work in the UK, to meet safeguarding guidelines and to comply with health and safety laws. 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 and during any engagement. Processing data allows the College to:

- Maintain accurate and up-to-date records;;
- Operate and keep a record of Enhanced DBS checks to ensure safeguarding requirements are met;
- To ensure effective general HR and business administration;
- To respond to and defend against legal claims.

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.

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 try 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 assigned line manager, managers in the business area in which you are engaged 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 necessary criminal records checks from the Disclosure and Barring Service. 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.

## **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**

Some information, such as contact details and your right to work have to be provided to enable the College to be able to engage your services. If you do not provide such information, it will hinder the College's ability to administer the rights and may result in the decision to not engage your services.

## **Automated decision making**

Employment decisions are not based on automated decision-making.