

# Chelmsford College Group

## Personal Data Privacy Notice - Staff

**Manager Responsible:** Director of Information Services

**Version Number:** 1.0

<b>Approval Date:</b>	16 May 2018
<b>Approved by:</b>	Data Protection Working Group
<b>Minute number:</b>	
<b>Ratified by:</b>	Senior Management Team
<b>Minute number:</b>	
<b>Review Date :</b>	31 Aug 2018
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<b>Intended Audience:</b> <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input type="checkbox"/>	External:	<input type="checkbox"/>



## **AMENDMENT SUMMARY**

<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Remarks</u></b>
1.0	16 May 2018	Initial Publication

### **Age, Disability, Gender & Race Equality Statement**

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

## NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Chelmsford College Group. Our address is:

102 Moulsham Street  
Chelmsford  
Essex  
CM2 0JQ

Our Data Protection Officer is Mark Emerson, Director of Information Services. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at:  
[DataProtection@chelmsford.ac.uk](mailto:DataProtection@chelmsford.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](#).

Further information relating to each of these sections is given below.

### THE INFORMATION THAT YOU GIVE US

We will collect personal information from you when you apply for a job with us. This will include your: name; address; phone number; email; date of birth; DofE number; 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; interests; whether you are related to any personnel 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; Prohibition from Management check; Prohibition from Teaching check; and a Check of Barred List/List 99.

Should you be offered employment with the college, we will collect additional information from you which could include your: marital status; previous surname(s); role/job title; type of employment; phone number; email addresses; start date; emergency contact details; bank details; pension details; statement about employment; student loan details; offer letters; employment terms and conditions; changes to your terms and conditions; certifications and/or 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; bank account number; sort code; disqualification information; sickness absences; and medical information.

## **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;
- for managing your timetable or other processes which govern your daily pattern of work.

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, religions 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 no longer than 6 months after the post has been filled.

When you are an employee, we will keep your personal information for as long as you work with us and then after you leave, we will keep relevant personal information until you reach the age of 72 or 6 years after your last day of employment; whichever is later.

## HOW WE SHARE YOUR PERSONAL INFORMATION

We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes or third parties who provide services to the college:

Organisation	Purpose
Essex Shared Services	Pay & Allowance Management
SD Worx	ePayslips, P60 & Payroll Management
eduFocus Limited	Operation of the Visit and Activity Planning and Approvals System
Peninsular Group Limited	Employment Law and Advice Services

## HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

In general, we do not store or transfer your personal data outside of Europe.

## YOUR RIGHTS OVER 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. Any changes we make to our privacy policy in the future will be notified to you by email and intranet News Items.

**Equality Impact Assessment (EIA) Initial Screening Form**

Name of the Policy, Procedure, Practice or Proposal being screened:

Personal Data Privacy Notice - Staff

Provide a brief description of its purpose:

The purpose of this document is to lay out how personal data is collected, stored, processed, in some circumstances shared, and deleted.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes

~~No~~

The universal application of these processes is monitored by the Senior Management Team and the Data Protection Working Group; which includes representation from the Governing Body.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

The processes are universally applied, without favour, as required by law.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes

No

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes

No

If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

**(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)**

**Declaration:**

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

**Manager:**

Signature: 

M Emerson

Date: 

16 May 2018

**Countersigned**

Signature: 

A Sparks

Date: 

16 May 2018