

Selby College Staff Privacy Notice

What we need

Selby College will be what's known as the 'Controller' of the personal data you provide to us.

The categories of college workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee number, national insurance number, bank details,)
- special categories of data including characteristics information such as gender, age, ethnic group, photograph
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (for lecturing and management roles)
- medical information (such Occupational Health reports)
- proof of identity and right to work data (such as passport, driving licence and/or birth certificate)
- Next of kin details – for emergency situations

Why we collect and use this information

We use college workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- enable compliance with legislation e.g. Equality Act, Gender Pay Gap Reporting
- dealing with the HMRC
- communicating with you
- checking qualifications
- safeguarding students
- checking identity and right to work in the UK
- carrying out our role as your employer or potential employer

The lawful basis on which we process this information

We process this information under:

- Article 6 (1) a – Consent of the data subject (for next of kin and qualification details)
- Article 6 (1) b - Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract
- Article 9(2)b - Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain college workforce information to us or if you have a choice in this.

The college collects personal data from your during your application. Then throughout your work at the college.

How long we keep it

We hold college workforce data for:

- Up to 6 months - for applications for vacant positions
- 7 years after the end of employment for financial regulations and pensions queries.

No other 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found in the college's GDPR Policy.

We don't store any information about you outside of the UK.

With who and why we share college workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Disclosure and Barring Scheme (DBS)

Your name, address and date of birth. We will share this information with the Government's Disclosure and Barring Service (DBS) so that they can check whether you have any previous convictions, which would make you unsuitable for working with children and young people. The College will retain information resulting from these checks to confirm that they have been completed and the Corporation's decision to appoint a governor or otherwise.

Payroll Provider

We share information with the payroll provider to allow correct and lawful processing of pay for employees.

Pension Provider

We share information with the Pension provider in order to allow correct processing of pension contributions for employees.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

You can make a subject access request, a form for which is in the college's GDPR policy on SharePoint, and this is the right to be informed

Where information has been collected under the Article 6(1)(b) Consent you have the right to withdraw consent at any time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

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

If you would like to discuss anything in this privacy notice, please contact:
The college's HR Manager Alison Whale (ext.1015) whalea@selby.ac.uk
or the Data Protection Officer Mike Pilling (ext.1087) pillingm@selby.ac.uk