



Privacy Notice (How we use staff & governor information)

This Privacy Notice describes how Bilborough Sixth Form College protects and makes use of the information you provide to us.

Notice about how we use your personal information

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
- your rights over your personal information.

The information that you give us

We 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; Check of Barred List/List 99; Pre-employment Health Questionnaire/Medical Report.

We collect a range of personal information from staff including, but not limited to the following:

Name; marital status; previous surname(s); address; date of birth; occupation/department; type of employment; phone number; email addresses; NI number; start date; next of kin and 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/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; 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

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 a 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, information about physical, physiological or behavioural characteristics (such as facial images), 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 6 months from the closing date for applications.

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 your personal information in line with our data retention policy.

How we share your personal information

We may share the personal information that you give us with the organisations (or types of organisation) and third parties including but not limited to:

HMRC for the purposes of running our payroll and administering PAYE and National Insurance contributions

Nottinghamshire County Council payroll services to process staff salary payments on behalf of the college and to administer the Local Government Pension Scheme for support staff.

Teachers' Pension Scheme to administer the pension scheme for teaching staff

How we transfer your personal information outside of Europe

We do not store or transfer your personal data outside of Europe.

Your rights over your 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, to ask us to review and explain our legitimate interests to you

Use of the college's computers

We monitor how you use the college's equipment and computers and what websites you visit when browsing the internet at college.

This is because we have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content. Please refer to the college's Acceptable Use Policy for computer equipment for more guidance on appropriate conduct when using college IT equipment.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer as follows:

The Data Protection Officer is: Helen Dennis, Director of Marketing & Information, and be contacted by email DPO@bilborough.ac.uk phone 0115 8515000 or at the following address: College Way, Nottingham, NG8 4DQ

Bilborough College is registered with the Information Commissioner's Office as a Data Controller, as a public authority under the Freedom of Information Act 2000.

Changes to our Privacy Notice

We keep our privacy Policy under regular review. Any changes we make to our privacy policy in the future and whilst you remain a member of staff at Bilborough College will be notified to you by email.

This Privacy Notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

Date of review: 17/05/18

Reviewer: H Dennis