

## Privacy Notice – Staff

Wilberforce College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary. We hold and process any personal data, including sensitive data, relating to you in accordance with our legal obligations in the manner set out in this Privacy Notice and the College's Data protection Policy.

This privacy notice also applies to volunteers, work placements and agency staff.

### Why do we collect and use staff information?

We collect and use staff information under Article 6 (1) of the General Data Protection Regulation 2018:

- To fulfil the contract each member of staff signs with the college upon employment
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary in order to protect the vital interests of the data subject
- Processing is necessary in order for us to carry out a public task

Special category data is processed under Article 9 (2):

- Processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law

We use staff data to:

- provide appropriate staff support, care and guidance
- assess the quality of our services
- comply with the law regarding data sharing
- ensure we meet all statutory employment requirements
- safeguard students
- fulfil payroll and pensions obligations and provide information to appropriate third parties

We will use the information provided in a manner that conforms to the Data Protection Act 1998, the General Data Protection Regulation 2018 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

Categories of staff information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as number of absences and absence reasons)
- Relevant medical information

- Next of Kin details
- Performance Management Reviews (PMR)
- Recruitment data (e.g. interview notes, candidate selection)
- Criminal convictions (part of the DBS checks)
- Legal requirements (e.g. Single Central Register)

### **Collecting staff 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

### **Storing staff data (how long is data held for?)**

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data. Data retention times are outlined in our separate Data Retention Policy.

### **How we transfer your personal information outside of the EEA**

We do not transfer your personal data outside of the EEA

### **Why we share staff information**

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

We are required to share information about our employees with the Data Barring Service (DBS). DBS Personal Information Charter:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about/personal-information-charter>

### **With whom do we share staff information?**

We routinely share staff information with:

- Data Barring Service (DBS)
- East Riding Yorkshire Council (Payroll & Pensions)
- Teachers' Pension Scheme

These providers are classed as 'data processors' and are contractually obliged to keep your details secure and use them only to provide particular services to you or the College in accordance with our instructions.

The College may also share certain information with other bodies that are responsible for auditing to administering public funds including DWP and HMRC.

We occasionally share staff information with:

- ESFA (related research)
- Police / Emergency Services
- Department for Education
- Cyclescheme
- The College's external auditors

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

The College ensures that data handlers within the College are appropriately informed and trained in dealing with personal data.

### **Data collection requirements**

Occasionally information will be shared with the department for education.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation staff have the right to request access to information about them that we hold. To make a request for this, please email [enquiries@wilberforce.ac.uk](mailto:enquiries@wilberforce.ac.uk) who will process the request in partnership with Wilberforce College's Data Protection Officer.

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
- 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, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

- Data Protection Officer                      Stewart Edwards
- Email address                                    enquiries@wilberforce.ac.uk
- Telephone number                              01482 711688

## **Changes to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from college staff, as well as to take into account changes in the law.