

## Privacy Notice – Staff

### 1. Declaration

- Accrington and Rossendale College is the data controller of your personal data and is subject to the General Data Protection Regulation (the "GDPR").
- This Privacy Notice explains how Accrington and Rossendale College collects and use your personal data
- If you are asked to provide information to us, it will only be used in the ways described in this Privacy Notice.
- If you have any questions about this policy, please e-mail [dpo@accross.ac.uk](mailto:dpo@accross.ac.uk)

### 2. What type of data do we collect about you?

We may collect a range of information including, but not limited to the following:

- Personal identification information, such as your name, home address, date of birth, gender, work- related photographs, and home phone number;
- Government-issued identification numbers, such as national ID for payroll purposes;
- Immigration, right-to-work and residence status;
- Family and emergency contact details;
- Job-related information, such as years of service, work location, staff no, work record, holidays, absences, and contract data;
- Educational and training information, such as your educational awards including degrees and certificates, CPD and in-house training attendance records;
- Information related to your usage of College assets including mobile phones and laptops;
- Information needed for compliance and risk management, such as disciplinary records, background check reports; and
- Payroll- and payment or benefits-related information, such as salary and national insurance information, dependents, government identifier or tax numbers, bank account details, and employment related benefits information.

Some of the information we collect about you may include Sensitive Personal Data as defined in the General Data Protection Regulation. We will not utilise this data unless we have your consent.

### 3. How do we collect your personal data?

We may collect your personal data in a number of ways, for example:

- when you contact us through via telephone or email;
- when you apply for a vacancy internally or externally;
- in the course of managing your employment with the College, for example Staff Appraisal, Payroll;
- when we receive your Personal Data from third parties, for example security screening; and recruitment agencies.
- when we collect data through the implementation of any HR Policies e.g. Disciplinary;

### 4. How do we use your personal data?

The purposes for which we may use personal data (including sensitive personal data) include:

- the purposes of identifying you
- to process your application
- to verify the information provided
- to assess your suitability for the role (including any relevant right to work checks)
- to decide whether to offer you a job, and to communicate that outcome (together with any feedback).
- to create a contractual relationship with you
- to comply with our legal obligation (e.g. equal opportunities monitoring, HMRC, pensions, S29 requests),
- We may also use the information you provide for the following public interest purposes:
  - To prevent or detect crime;
  - To help us to make reasonable adjustments for any disability, as requested by you
  - administering wages and salaries;
- For workforce planning, assessment and analysis purposes to help improve the operation of, and manage the performance of, the College;
- other administrative purposes, including:
  - carrying out statistical analysis;
  - providing operational information (e.g. providing IT support, information about building closures or access restrictions on campus, or safety advice);
  - dealing with grievances and disciplinary actions;
  - dealing with complaints and enquiries.
- For any other purpose for which you give us your consent to use Personal Data;
- we may also process sensitive personal information if it is needed for legitimate business objectives or if it is required to comply with applicable law. Sensitive personal information will not be collected, processed or transferred, except where adequate privacy protection mechanisms are in place and after having first obtained your informed consent, if required by law.

#### **5. Who do we share your personal data with?**

We may disclose your personal information for legitimate purposes in the following circumstances to:

- our staff, agents and contractors/ agents and professional advisers where there is a legitimate reason for their receiving the information
- A newly formed or acquiring organization if the College is involved in a merger or transfer of some or all of its business;
- Any recipient, if we are required to do so, such as by applicable court order or law;
- crime prevention or detection agencies (e.g. the police, the Department for Work and Pensions and HMRC);
- Any recipient, with your consent, such as for employment verification or bank loans; or
- Any recipient when reasonably necessary such as in the event of a life-threatening emergency

#### **6. International Transfers**

We do not transfer any of your personal data to countries outside the European Economic Area.

#### **7. Changes to your personal data**

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details.

#### **8. How we secure your personal information**

We take precautions to protect personal information from loss, misuse, and unauthorised access, disclosure, alteration, and destruction. We have taken appropriate technical and organizational measures to protect the information systems on which your personal information is stored and we require our suppliers and service providers to protect your personal information by contractual means.

## **9. How long your information is kept**

Subject to any other notices that we may provide to you, we may retain your personal data for a period of six years after your association with us has come to an end. However, some information including core learner data, may be retained indefinitely by us for statistical purposes.

## **10. Your rights**

You have the right to complain to the Information Commissioner's Office about the way in which we process your personal data. You also have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.
- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

We respect your right to object to any uses or disclosures of your personal information that are not (i) required by law, (ii) necessary for the fulfilment of a contractual obligation (e.g., employment contract), or (iii) required to meet a legitimate need of Accrington and Rossendale College as an employer (such as disclosures for internal auditing and reporting purposes or other processing covered by this notice). If you do object, we will work with you to find a reasonable accommodation.

## **11. Contact us**

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by email: [dpo@accross.ac.uk](mailto:dpo@accross.ac.uk); by telephone on 10254 389933; or by post: Data Protection Officer, Accrington and Rossendale College, Broadoak Road, Accrington, BB5 2AW