

Privacy Notice for Staff at the College

Notice about how we use your personal information

We are the data controller of personal information about you. We are Southport College. Our address is: Mornington Road, Southport, Merseyside, PR9 0TT.

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 Southport College, Mornington Road, Southport, PR9 0TT.

This privacy notice has been prepared in accordance with the General Data Protection Regulations (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.](#)

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; DfES 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; whether you are related to any personnel of the College or Governing Body; references; membership of professional bodies, CPD undertaken, criminal record details.

We will collect personal information from you when you are a new starter and become an employee of the College. This will be your: 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/post graduate 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/shared parental leave 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 the 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 the purposes of providing any references that you may request from us once your employment is about to or has terminated.

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 six months.

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 for the duration of your employment, plus six years.

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.

Organisation / type of organisation:

HMRC or other such government body(ies).

Purpose:



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To process your salary and to comply with legal obligations with regards to processing your salary and any other taxation or legally obliged payment such as court ordered payments or any such legal employment requirement such as gender pay gap analysis.

Organisation/type of organisation:

The College's pension providers, Teachers' Pension Scheme and the Local Government Pension Scheme.

Purpose:

To provide support and administration of pensions to support our employment contract with you.

We may also share your personal information with third parties who provide services to the College.

Organisation/type of organisation:

The College's Occupational Health provider and other medical advisors where information is required for the purposes of preparing or obtaining medical information before any required consents to be obtained from you.

Purpose:

To be able to obtain any necessary occupational health and medical advice to support our employment contract with you.

Organisation / type of organisation:

The College's internal/external auditors who would have a right to review payments and employment terms.

Purpose:

To audit the College's accounts or audit any claims the College may have made during the course of its operations where such auditors would wish to review payroll/employment data.

Organisation/type of organisation:

The College's solicitors

Purpose:

To obtain advice and deliver instruction with respect to employment legislation in relation to your employment at the College.

Organisation/type of organisation:

Any legal body set up for the purposes of reviewing/vetting rights to employment within the sector where there is a legal obligation upon the College to inform such a body of your employment or actions within the College.

Purpose:

To comply with the College's legal obligations with respect to safeguarding of students.

Organisation/type of organisation:

The College's Comprehensive Human Resources Information System (CHRIS) provider, Frontier Software plc.

Purpose:

To resolve software performance issues affecting the College's ability to process payments in support of our contract of employment with you.

Organisation/type of organisation:

Any employment agency you may have contracted with for the purposes of providing services to the College.

Purpose:

The College may at some subsequent date, for example in connection to a finder's fee, have to provide relevant employment information to such agency in connection with your employment.

Organisation/type of organisation:

Mortgage Provider/Letting Agency

Purpose:

Earnings and employment status information provided for the purposes of assessing your eligibility for a tenancy or mortgage. Information will only be released with your express consent at the time the information is requested.

Organisation/type of organisation:

Your legal representative in relation to a third party accident.

Purpose:

Earnings and employment terms (including eligibility to occupational/statutory sick pay) in order to process your claim for loss of earnings.

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;



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- 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.