

RUNSHAW COLLEGE

POLICY TITLE: EMPLOYEE PRIVACY NOTICE

APPROVED BY:

SMT

AUTHOR:

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POLICY OWNER:

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POSITION:

HR Director

VERSION:

2

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SUMMARY PRIVACY NOTICE

1. INTRODUCTION

This Data Privacy Notice applies to people who work for us or apply to work for us. It explains what personal data we may collect and how we may use it and provides additional information to comply with our obligations under privacy laws. [*click for more detail - [Introduction](#)*]

2. DATA CONTROLLER AND DATA PROTECTION OFFICER

The data controller for our processing of your personal data is Runshaw College. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with privacy laws. [*click for more detail - [The Data Controller And Data Protection Officer](#)*] If you have any questions, believe privacy rights have been violated or are concerned there may have been a breach of privacy laws, policies or procedures please contact the DPO at email: DataProtectionOfficer@runshaw.ac.uk or in writing to:

The Data Protection Officer
Runshaw College
Chorley Campus
Euxton Lane
Chorley
PR7 6AQ

3. WHAT DATA DO WE PROCESS?

We collect various types of personal data about you including information relating to your personal details, recruitment, screening results, work details, professional contact, regulatory and compliance data, pay and benefits, attendance and leave, training and development, performance, disciplinary and grievance and other HR management or organisation processes, health and safety, working capacity, monitoring data and photographs and other

information relating to the administration or management of your employment. [*click for more detail - [What data do we process?](#)*]

We may hold some special category data (e.g. health information, race, religion, trade union membership and information relating to criminal records or offences). [*click for more detail - [Special categories of data](#)*]

4. HOW DO WE COLLECT DATA?

Most of your personal data comes from you. We may also obtain information from managers, other departments and occasionally from colleagues. Some information may come from third parties (e.g. previous employers, regulatory authorities or benefit or other service providers). Information is also collected through your access and use of certain work areas and systems. [*click for more detail - [How does the College collect data?](#)*]

5. WHAT ARE THE PURPOSES FOR WHICH DATA ARE PROCESSED AND WHAT LEGAL BASIS APPLIES

We hold and use personal data primarily to ensure that those who work for us are suitable and appropriate and to administer and manage your engagement effectively in line with your contract, our policies and procedures and applicable laws.

We rely on an appropriate legal basis whenever we process your personal data. Where processing involves special category data we also rely on an additional legal justification.

Processing will normally be justified either because (a) it is necessary to comply with our legal obligations (e.g. employment and health and safety laws, anti-discrimination laws, tax laws or regulatory rules); or (b) because it is necessary to enter into or comply with your contract (e.g. provide contractual pay and benefits); or (c) in other cases where the processing is necessary for our legitimate interests (or the legitimate interest of a third party) provided this is not overridden by your rights.

The detail of our legitimate interest in particular processing will vary depending on our purpose. However, in overall terms we have a legitimate interest in attracting and retaining engaged, motivated, high calibre people to work for us; and in securing, defending, managing and developing our activities and our staff in line with our policies and procedures and in line with our legal and regulatory obligations. Our processing is designed to support these aims. This is important to enable us to deliver our commitments to our students; to protect our reputation; and to achieve our immediate and longer term objectives.

Processing of special category data will most commonly occur where necessary to carry out your or our obligations and rights in the field of employment, social security and social protection law in line with applicable laws. There are however other grounds we may rely on in some situations.

We will only process personal data relating to criminal convictions and offences where authorised by applicable law. [*click for more detail - [What are the purposes for which data is processed and what is our legal basis for carrying out the processing?](#)*]

6. AUTOMATED DECISION MAKING AND PROFILING

We do not currently rely on automated decision making or profiling in recruitment or employment.

7. RETENTION OF PERSONAL DATA

We keep different types of personal data for different periods depending on the nature of the information and the purposes we need it for. [*click for more detail - [Retention of personal data](#)*]

8. DISCLOSURES OF PERSONAL DATA

Basic information in our directories may be accessible to employees across the organisation. Other information may be disclosed internally on a need to know basis to appropriate members of management, Human Resources or certain staff in other departments (e.g. finance or IT) where needed for them to perform their role.

Appropriate information may also be disclosed to third parties we work with such as our system providers, benefit providers, third party processors or professional service advisers. We may also share information with national or regulatory authorities to comply with our legal and regulatory obligations. [*click for more detail - [Disclosures of personal data](#)*].

9. SECURITY OF DATA

We are committed to protecting the security of your personal data. [*click for more detail - [Security of data](#)*]

10. INTERNATIONAL TRANSFER OF PERSONAL DATA

Some of your personal data may be accessible or transferred to countries both within and outside of the European Union. This may include internal transfers and transfers to third parties (e.g. service providers or regulators). Where this is the case we ensure safeguards are in place in compliance with applicable laws [*click for more detail - [International Transfer of Personal Data](#)*].

11. YOUR RIGHTS AS A DATA SUBJECT

You have a number of rights in relation to your personal data including the right of access; to ask us to correct inaccurate data; to ask us to restrict or delete data in certain circumstances; to object to particular processing based on legitimate interest grounds; to withdraw consent in the limited circumstances where we may rely on consent; and to complain to the relevant supervisory authority. [*click for more detail - [Your rights as a data subject](#)*]

12. NOTICE OF CHANGES

We will review this Data Privacy Notice from time to time and may change or update it at any time. We will tell you about any changes.

We may undertake certain processing of personal data which are subject to additional Data Privacy Notices and will bring these to your attention.

[*click for more detail - [Additional Employee Privacy Notices](#) and [Notice of changes](#)*]

FULL EMPLOYEE PRIVACY NOTICE

1. INTRODUCTION

- 1.1 Runshaw College hold and process data on all current and former employees, workers, individual contractors and suppliers, applicants, agency workers, consultants, governors, and third parties whose information staff or other individuals provide to us in connection with their employment or other work relationship (e.g. emergency contact information).
- 1.2 The College takes individual data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out below or otherwise notified to you in writing.
- 1.3 The following Employee Privacy Notice describes the categories of personal data we may process, how your personal data may be processed, for what purposes we process your data and how your privacy is safeguarded in the course of our relationship with you. It is intended to comply with our obligations to provide you with information about the College's processing of your personal data under data protection laws. It does not form part of your contract of employment or engagement. Where we use the term employment in this Employee Privacy Notice this also includes other engagements or work relationships.
- 1.4 A separate Privacy Notice is available for Students and Parents.

2. THE DATA CONTROLLER AND DATA PROTECTION OFFICER

- 2.1 The College collects and processes your personal data for the purposes described in this Employee Privacy Notice.
- 2.2 The College will be the data controller of your personal data. We have a Data Protection Officer ("**DPO**") who is responsible for monitoring our compliance with data protection law. You may contact the College's Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal data or any data protection issue. The College's and DPO's contact details are:

Email: DataProtectionOfficer@runshaw.ac.uk

In writing to:

The Data Protection Officer
Runshaw College
Chorley Campus
Euxton Lane
Chorley
PR7 6AQ

3. WHAT DATA DO WE PROCESS?

3.1 The College may collect various types of personal data about you for the purposes described in this Employee Privacy Notice including:

3.1.1 **Personal details:** your title, name, previous name, gender, nationality, civil/marital status, date of birth, age, personal contact details (e.g. address, telephone or mobile number, e-mail), national insurance number, teachers' pensions reference number; immigration and eligibility to work information, driving licence, next-of-kin/dependant/emergency contact information, details of any disability and any reasonable adjustments required as a result; photograph;

3.1.2 **Recruitment and selection data:** skills and experience, qualifications, references, CV and application, interview and assessment data, vetting and verification information (e.g. references including suitability to work an educational environment, qualifications, health/fitness for role and an enhanced disclosure criminal record check relating to spent and unspent convictions where carried out and permitted by applicable law), fitness to work verification, right to work verification, information related to the outcome of your application, details of any offer made to you;

3.1.3 **Data related to your engagement:** contract of employment or engagement, work contact details (e.g. corporate address, telephone number, e-mail), employee or payroll number, photograph, work location, your worker ID and various system IDs, your work biography, your department, your reporting line, your employee type, your hire/contract begin and end dates, terms and conditions of engagement, your cost centre, your job title and job description, your working hours and patterns, whether you are full or part time; your termination/contract end date; retirement date; the reason for termination; your last day of work; exit interviews, references to be provided to prospective employers, status (active/inactive/terminated); position title; the reason for any change in job and date of change;

3.1.4 **Regulatory data:** records of your registration with any applicable regulatory authority, your regulated status and any regulatory certificates and references;

3.1.5 **Remuneration, pension and benefits data:** your remuneration information (including salary/hourly plan/contract pay/fees information as applicable, allowances, overtime), payments for leave/absence (e.g. holiday pay, sick pay, family leave pay), bank account details, grade, social security number, tax information, third party benefit recipient information (e.g. pension nomination for family benefits and dependants information), pension details, details of any benefits you receive or are eligible for, benefit coverage start date, expense claims and payments, loans, deductions, salary sacrifice arrangements, childcare vouchers, holiday plus information and agreements;

- 3.1.6 **Leave data:** attendance records, absence records (including dates and categories of leave/time-off requests and approvals), holiday dates, requests and approvals and information related to family leave or other special or statutory leave;
- 3.1.7 **Absence management data:** absence history, fit notes, details of incapacity, details of work impact and adjustments, details of treatment and prognosis, manager and HR communications, return to work interviews, meeting records, medical reports, occupational health reports;
- 3.1.8 **Flexible working procedure data:** requests, consideration, correspondence, meeting notes and outcome records
- 3.1.9 **Restructure and redundancy records:** change plans, organisation charts, consultation records, selection and redeployment data;
- 3.1.10 **Performance management data:** manager feedback, your appraisals and performance review information, outcomes and objectives; talent programme assessments and records; succession plans; formal and informal performance management process records;
- 3.1.11 **Training and development data:** data relating to training and development needs or training received or assessments completed;
- 3.1.12 **Disciplinary and grievance data:** allegations, complaints, investigation and proceeding records and outcomes;
- 3.1.13 **Health and safety data:** health and safety audits, health and safety surveillance, screening requests and results, risk assessments, accident/incident/first aid/RIDDOR reports;
- 3.1.14 **Monitoring data (to the extent permitted by applicable laws):** closed circuit television footage, system login and access records, download and print records, data caught by IT security programmes and filters;
- 3.1.15 **Employee claims, complaints and disclosures information:** subject matter of employment or contract based litigation and complaints, pre-claim conciliation, communications, settlement discussions, claim proceeding records, employee involvement in incident reporting and disclosures;
- 3.1.16 **Equality and diversity data:** where permitted by law and provided voluntarily, data regarding gender or sex, marital status, age, disability, race, religious and none belief, gender re-assignment, maternity and pregnancy and sexual orientation;
- 3.1.17 **Safeguarding, including prevent data:** References including suitability to work in educational environment, enhanced disclosure criminal record check relating to spent and unspent convictions,

DBS update service, safeguarding data caught by IT programmes and filters; safeguarding referrals to external agencies;

3.1.18 Any other personal data which you choose to disclose to us during the course of your engagement whether verbally or in written form (for example in work emails);

3.2 Certain additional information may be collected where this is necessary and permitted by local applicable laws.

3.3 Apart from personal data relating to you, you may also provide the College with personal data of third parties, notably your dependents and other family members, for purposes of HR administration and management, including the administration of benefits and someone to contact in an emergency. Before you provide such third party personal data to the College you must first inform these third parties of any such data which you intend to provide to the College and of the processing to be carried out by the College, as detailed in this Employee Privacy Notice.

4. SPECIAL CATEGORIES OF DATA

4.1 To the extent permitted by applicable laws the College may collect and process a limited amount of personal data within the above data listed at 3.1 falling into special categories, sometimes called "sensitive personal data". This term means information relating to:

4.1.1 racial or ethnic origin;

4.1.2 political opinions;

4.1.3 religious or philosophical beliefs;

4.1.4 physical or mental health (including details of accommodations or adjustments);

4.1.5 trade union membership;

4.1.6 sex life or sexual orientation;

4.1.7 biometric and genetic data; and

4.1.8 criminal records and information regarding criminal offences or proceedings.

5. HOW DOES THE COLLEGE COLLECT DATA?

5.1 The College collects and records your personal data from a variety of sources, but mainly directly from you. You will usually provide this information directly to your managers or Human Resources contact or enter it into our systems (for example, through your self-service access to the HR Portal. Your participation in HR processes, emails and instant messages you send or through verbal information which may be recorded electronically or manually. In addition, further information about you will come from your managers or Human Resources or occasionally your colleagues.

- 5.2 We may also obtain some information from third parties: for example, references from a previous employer, medical reports from external professionals, information from tax authorities, benefit providers or where we employ a third party to carry out a background check (where permitted by applicable law) or occasionally from students.
- 5.3 In some circumstances, data may be collected indirectly from monitoring devices or by other means (for example, building and location access control and monitoring systems, telematics, CCTV, telephone logs and recordings, instant message logs and email and Internet access logs), if and to the extent permitted by applicable laws. In these circumstances, the data may be collected by the College or a third party provider of the relevant service. This type of data is generally not accessed on a routine basis but access is possible. Access may occur, for instance, in situations where the College is investigating possible violations of College policies such as those relating to travel and expense reimbursement, use of the telephone system and the Internet, or employee conduct generally, or where the data are needed for compliance or billing purposes. More frequent access to such data may occur incidental to an email surveillance programme, if and to the extent permitted by applicable laws. Further information is available in the College's IT Access, Usage and On-Line Safety Policy.
- 5.4 Some personal data that the College asks you to provide will be on a mandatory basis under the contract or statute. We will tell you where this is the case. Failure to provide some information will mean that we cannot carry out certain HR processes. For example, if you do not provide us with your bank details, we will not be able to pay you. In some cases it may mean that we are unable to continue with your employment or engagement as the College will not have the personal data we believe to be necessary for the effective and efficient administration and management of our relationship with you.

6. WHAT ARE THE PURPOSES FOR WHICH DATA IS PROCESSED AND WHAT IS OUR LEGAL BASIS FOR CARRYING OUT THE PROCESSING?

- 6.1 Your personal data are collected and processed for various purposes, in accordance with applicable laws and collective bargaining agreements. The College has set out in this Employee Privacy Notice the purposes it may use your personal data for. Data may occasionally be used for purposes not obvious to you where the circumstances warrant such use (e.g. in investigations or disciplinary proceedings). The College may, where considered necessary, provide you with additional information in relevant HR policies to ensure that you understand how your personal data may be used.

6.2 The legal basis on which we process your personal data

- 6.2.1 Whenever the College processes your personal data it will do so on the grounds of a legal basis or justification for that processing. Processing of special categories of data is always justified on the basis of an additional lawful condition. In the majority of cases, the processing of your personal data will be justified on one of the following basis:

- 6.2.1.1 The processing is necessary for compliance with a legal obligation to which the College is subject (for example, disclosing the information to HMRC, making statutory payments, avoiding unlawful termination, avoiding unlawful

discrimination, meeting statutory record keeping requirements or health and safety obligations); or

6.2.1.2 Where there is no legal obligation we will process your data where the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into such a contract (for example collecting bank details to pay your salary or processing information to provide you with the contractual benefits you are entitled to).

6.2.1.3 Where the above two grounds do not apply we may process a small amount of personal data where the processing is necessary for the performance of our public task;

6.2.1.4 Where the above three grounds do not apply we may process your personal data where the processing is necessary for the legitimate interests pursued by the College, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data. The College considers that it has a legitimate interest in processing data for the purposes set out above. This is necessary to ensure fair and effective recruitment of suitable personnel and the effective reward, administration, support, development and management of staff. This is important to ensure that the College continues to meet its objectives and goals both in the short and long term; maintains its reputation; and continues to attract and retain high calibre staff.

6.2.2 The College may on occasion process your personal data for the purpose of legitimate interests pursued by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data (for example to meet the security requirements of our students).

6.2.3 In exceptional circumstances where we have no legitimate interest in processing but you ask us to process data for a particular purpose we may carry out the processing on the basis of your consent (for example if you ask us to provide pay information to a bank for a mortgage application made by you). Where the College relies on this, it will make this clear at the time.

6.2.4 The College has set out below the purposes it may use your personal data for and the legal basis to rely on in each case.

6.3 The purposes the College uses personal data for and the legal basis that applies

The College has identified a number of purposes for collecting and processing your personal data. These are set out below together with the legal basis we rely on in each case:

No.	Purpose for processing	The lawful basis we rely on
a)	<p>Recruitment and selection</p> <p>Considering your suitability to work for us in the role you have applied for, comparing you to other candidates and making recruitment decisions</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including the requirement to ensure we do not unlawfully discriminate in our recruitment decision.</p> <p>Processing beyond legal compliance is necessary for taking steps at your request to enter into a contract with you. Where you have applied to work for us we need to use your personal data to ensure that you are suitable for the role you have applied for and to make an offer of employment to you where appropriate.</p> <p>Additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in fully assessing applicants to ensure that only suitable and appropriate candidates are selected, to compare candidates and make a fair decision on the most appropriate candidate for the position.</p> <p>The College aims to recruit the best person for each vacancy through fair, systematic, effective recruitment and selection procedures. This will contribute towards the College continuing to meet its objectives, maintain its reputation and attract high calibre employees.</p>
b)	<p>Pre-employment verification and screening</p> <p>Appropriate pre-employment screening including, where relevant and appropriate, identity check, right to work verification, reference check, criminal record checks (if and to the extent permitted by applicable laws), relevant employment history and relevant professional and educational qualifications.</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including establishment of the right to work in the country in which you are employed and complying with our safeguarding responsibilities.</p> <p>We carry out enhanced DBS checks in relation to criminal records in order to comply with our statutory safeguarding obligations.</p> <p>Screening which is not legally required is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in ensuring that candidates for employment or engagement do not pose an unacceptable risk to the organisation or its students and considers the verification carried out necessary to prevent crime and other unlawful acts and to protect the organisation and students from fraud, dishonesty or incompetence.</p>

c)	<p>Offers of employment and on-boarding</p> <p>Making job offers, providing contracts of employment or engagement and preparing to commence your employment or engagement where you accept an offer from us</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including the requirement to issue written particulars or terms of employment and the requirement not to unlawfully discriminate in the terms of any offer to you.</p> <p>Additional processing is necessary to take steps to enter into the contract between you and the College and to perform that contract because we will need information to make an appropriate offer to you and administer your employment contract if you join us.</p> <p>The remainder of the processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in ensuring the effective engagement of staff on appropriate terms and conditions of employment and that there is a smooth transition into employment for successful candidates and that information supplied in the recruitment process which is relevant to ongoing employment is maintained. This will contribute towards the College continuing to meet its objectives, maintain its reputation and attract high calibre employees.</p>
d)	<p>Future job opportunities</p> <p>To contact you if you are not successful in your initial application should another potentially suitable vacancy arise during the nine months following completion of the recruitment process for the role you originally applied for</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in maintaining an appropriate pool of talent who have shown an interest in working for the College and who are potentially suitable candidates for employment. This will potentially benefit both initially unsuccessful candidates and the College. It will contribute towards the College continuing to meet its objectives, maintain its reputation and attract high calibre employees.</p>
e)	<p>Recruitment feedback and complaints</p> <p>To deal with any query, challenge or request for feedback received in relation to our recruitment decisions</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including ensuring that the College is able to demonstrate its compliance with data protection laws and anti-discrimination laws.</p> <p>Beyond legal compliance processing is necessary for the purpose of the legitimate interests pursued by the College.</p>

		<p>The College has a legitimate interest in being able to provide feedback to candidates and to be able to defend any challenge or claim made in connection with our recruitment decision. This will assist the College to avoid the risk of financial exposure or costs incurred through challenges to recruitment decisions and to maintain its reputation.</p>
f)	<p>Pay, pension and benefits</p> <p>Providing and administering remuneration, pension, benefits and incentive schemes and reimbursement of costs and expenses and making appropriate tax and social security deductions and contributions</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including the provision of statutory payments and benefits to you and complying with the requirements of the tax authorities in relation to tax and social security.</p> <p>Beyond legal compliance processing is also necessary to perform the contract between you and the College in order to provide and administer the payments and benefits we have agreed to provide to you as part of your contract of employment.</p> <p>This processing is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and operating its activities. This includes ensuring that employees are properly remunerated and that this remuneration is set an appropriate level and properly administered.</p> <p>Effective employee remuneration and management will to attract and retain engaged, motivated high calibre employees. This is important to help the College to achieve its immediate and long-term goals and outcomes.</p>
g)	<p>Allocating and managing work</p> <p>Allocating and managing duties and responsibilities and the activities to which they relate</p>	<p>This processing is necessary to perform the contract between you and the College to ensure that you carry out the role under your contract of employment.</p> <p>Beyond what is necessary for contract compliance the processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and operating its activities. This includes ensuring the effective allocation and organisation of work amongst its employees and ensuring that each employee has clearly defined duties and responsibilities and undertakes appropriate duties in accordance with appropriate procedures and organisational requirements.</p> <p>Effective employee management in this way is important to enable the College to carry out its commitments to</p>

		students and to manage its resources efficiently and effectively. This will support the College to achieve its immediate and long-term goals and outcomes.
h)	<p>Identifying and communicating with you</p> <p>Identifying and communicating effectively with staff; group directories and skills databases</p>	<p>Using your data to communicate with you is necessary for the compliance with legal obligations to which the College is subject including the need to communicate with you regarding processes governed by employment laws (e.g. a consultation exercise or investigation) or as part of our duty of care towards you.</p> <p>Beyond legal compliance, processing is necessary to perform the contract between you and the College. There needs to be communication between you and the College to operate your contract of employment.</p> <p>Additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce. This includes effective communication and maintaining a dialogue with employees operationally and in relation to their terms and conditions of employment and employment relationship. This is incidental to the other purposes set out in this Employee Privacy Notice.</p> <p>The College also has a legitimate interest in contributing to appropriate organisation protection by ensuring that employees can be identified.</p> <p>The College also has a legitimate interest in facilitating effective communication and collaboration between staff to enable staff to contact colleagues efficiently and effectively; to support staff to engage with internal customers and stakeholders; and to help the College's many employees to work together for the benefit of the organisation and students.</p> <p>Effective employee communication is important for the fair management of staff and attracting and retaining engaged, motivated, high calibre employees.</p> <p>Effective collaboration between staff is important to support ensure the effective organisation and delivery of work and support successful delivery of commitments to students and enable effective organisation performance.</p> <p>This is important to support the College's immediate and long-term goals and outcomes.</p>
i)	<p>Management processes</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including our duty of care towards you, to avoid unlawful</p>

	<p>Managing and operating conduct, performance, capability, absence and grievance related reviews, allegations, complaints, investigations and processes and making related management decisions</p>	<p>dismissal and comply with anti-discrimination laws.</p> <p>While we engage in management procedures with a view to addressing and resolving concerns we also need to ensure that any ultimate decision to bring your employment to an end is fair and lawful and the processing we carry out even at the early stages of an HR management procedure is relevant to ensure a fair and lawful process throughout.</p> <p>Beyond legal compliance this processing is necessary to perform the contract between you and the College where we have committed to comply with certain procedures as part of your terms and conditions of employment.</p> <p>Additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and operating its activities. This includes putting in place appropriate policies and procedures for employees and taking action if they are not complied with. It includes setting appropriate standards of attendance, behaviour and performance taking appropriate action where standards are not met or maintained. It also includes addressing employee related concerns and issues, resolving the same and complying with our policies and procedures.</p> <p>Effective employee management is important to maintain standards, meet commitments to students and to protect the College's reputation. It is also important to attract and maintain engaged, motivated high calibre employees. This will support the College's achievement of its immediate and long-term goals and outcomes.</p>
j)	<p>Performance and talent management</p> <p>Managing and operating appraisals or performance reviews and talent programmes</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in setting objectives for staff to ensure that staff are aligned to the needs and goals of the College and to measure the achievement of staff against those objectives.</p> <p>The College has a legitimate interest in assessing the development needs staff to ensure the highest standards of performance and to support career development and succession planning.</p> <p>The College also has a legitimate interest in assessing the potential of staff to develop their careers within the College and to developing staff towards their career goals while ensuring the maintenance of pool of talent</p>

		<p>for succession planning.</p> <p>The College has a further legitimate interest in ensuring an appropriate performance related measure to support fair, consistent, objective performance related reward and to support performance assessment for the purpose of other HR processes.</p> <p>Effective employee management and development is important to maintain standards, meet commitments to students and to protect the College's reputation. It is also important for operational continuity and to attract and maintain engaged, motivated high calibre employees. This will support the College's achievement of its immediate and long-term goals and outcomes</p>
k)	<p>Training, development and succession planning</p> <p>Training, development, promotion, career and succession planning and operational contingency planning</p>	<p>This processing is necessary to perform the contract between you and the College.</p> <p>Beyond this, processing necessary to fulfil your contract of employment for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and operating its activities.</p> <p>This includes ensuring that each employee undertakes appropriate duties, are properly trained and undertake their roles correctly and in accordance with appropriate procedures. It also includes ensuring that there are succession and contingency plans in place so that the organisation can continue to be successful and maintain knowledge, skills and relationships where staff leave the organisation for any reason or in the event of an interruption in normal operational conditions e.g. providing cover in the event of long term absence.</p> <p>This also includes supporting and developing our personnel in their career to help the College retain engaged, motivated, high calibre employees.</p> <p>Effective organisation and employee management in this way is important to maintain standards and continuity and to support the College's long-term goals and outcomes.</p>
l)	<p>Employee relations</p> <p>Consultations or negotiations with staff or representatives of staff</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including statutory consultation obligations such as a business or service transfer, a significant restructure and other situations laid down in applicable employment laws.</p> <p>Beyond legal compliance processing is also necessary</p>

		<p>for the purpose of the legitimate interests pursued by the College where the consultation is not a statutory matter.</p> <p>The College has a legitimate interest in seeking the views of its workforce and those that represent them on proposals which will impact on staff such as the development of new policies or working practices.</p> <p>Effective employee engagement helps ensure the College makes the best decisions for the organisation and is important to attract and retain high calibre employees. This will support the College to achieve its immediate and long-term goals and outcomes.</p>
m)	<p>Employee engagement</p> <p>Conducting surveys for benchmarking and identifying improved ways of working and employee relations and engagement at work (these will often be anonymous but may include profiling data such as disability to support analysis of results)</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in seeking the views of its workforce and giving them the opportunity to raise concerns or suggest improvements.</p> <p>Effective employee engagement helps ensure the College makes the best decisions for the organisation and is important to attract and retain high calibre employees. This will support the College to achieve its immediate and long-term goals and outcomes.</p>
n)	<p>Absence and incapacity management</p> <p>Processing information about absence or medical information regarding physical or mental health or condition in order to: assess eligibility for incapacity or permanent disability related remuneration or benefits; determine fitness for work; facilitate a return to work; make adjustments or accommodations to duties or the workplace; make management decisions regarding</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including health and safety laws, our duty of care to staff, providing statutory incapacity benefits, avoiding unlawful dismissal and compliance with disability discrimination laws.</p> <p>Beyond legal compliance this processing is necessary to perform the contract between you and the College including the provision of payments and benefits relating to absence or incapacity.</p> <p>Additional processing is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College considers that it has a legitimate interest in managing and supporting its workforce, managing health and safety risk and operating its organisation. This includes supporting the welfare of staff and taking steps to identify and mitigate risks to staff health, safety or welfare, ensure fitness for work and to manage absence and incapacity impacting on the ability of staff</p>

	employment or engagement or continued employment or engagement or redeployment; and conduct related management processes	<p>to perform their roles.</p> <p>Effective support and management of staff supports organisational performance and the attraction and retention of high calibre employees. This supports the College's immediate and long-term goals and outcomes.</p>
o)	<p>Restructuring and change programmes</p> <p>Planning, managing and carrying out restructuring or redundancies or other change programmes including appropriate consultation, selection, alternative employment searches and related management decisions</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including where relevant in relation to redundancies and other potential terminations due to organisational or efficiency reasons.</p> <p>This includes appropriate consultation, appropriate selection where relevant, consideration of alternatives in the event that employment on the same terms or role cannot be continued and other procedural steps laid down by law to avoid unlawful dismissals.</p> <p>Additional processing beyond legal compliance is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its operations in the most effective way. the College needs to make decisions relating to the future of the organisation in order to preserve, grow or modernise its activities. The College also has a legitimate interest in ensuring appropriate employee engagement in transformation or change proposals and fair and effective implementation of the College's decisions impacting on employees.</p> <p>Organisational change and transformation is important to ensure continuity and to support the College's immediate and long-term goals and outcomes.</p>
p)	<p>References</p> <p>Complying with reference requests where the College is named by the individual as a referee</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College and potential new employers. It is in the legitimate interests of a new employer in line with safer recruitment in education to receive confirmation of basic employment details from the College for the purposes of confirming a employee's employment history including dates of employment, role and, if appropriate, suitability to work in education and reason for leaving.</p> <p>More detailed information would only be provided if you consented to the College providing such information. Such consent would be entirely voluntary and would be sought at the time before additional information were</p>

		provided.
q)	<p>Operating College Policies & Procedures and Network Protection</p> <p>Operating email, IT, internet, social media, HR related and other company policies and procedures. To the extent permitted by applicable laws, the College carries out monitoring of the College's IT systems to protect and maintain the integrity of the College's IT systems and infrastructure; to ensure compliance with the College's IT policies and to locate information through searches where needed for a legitimate purpose</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and carrying out its activities and protecting the organisation and all stakeholders (including students, employees and governors) from various risks.</p> <p>This includes putting in place appropriate policies and procedures for employees, measuring compliance, detecting breaches and taking action if they are not complied.</p> <p>It also includes appropriate protection of the IT network, systems and College devices to maintain the integrity and security of data and organisation information and facilitating records management.</p> <p>Effective policy and procedure compliance and IT management including breach detection are important to maintain standards, ensure continuity and to protect the College's reputation. This is important to support the College's long-term goals and outcomes.</p> <p>Further guidance can be found in the College's IT Access, Usage and On-line Safety Policy and Social Media Policy.</p>
r)	<p>Minibus and van telematics</p> <p>Safety (monitoring excessive speed, reduce accidents, identifies location) and enhances sustainability (reduces CO2 emissions, fuel saving)</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in ensuring that its organisation, students, employees and systems are protected and that action is taken to mitigate risk and to prevent and detect matters which may put the College or its activities or stakeholders at risk.</p> <p>This includes putting in place appropriate policies regarding the use of vehicles for business purposes to ensure their safe operation and security at all times.</p>
s)	<p>Safety and Security and preventing and detecting inappropriate or unlawful activities</p> <p>Safety and security; satisfying the College's regulatory or other obligations to supervise</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including health and safety laws, our duty of care and regulatory laws to which the College is subject, including the protection of public funds.</p> <p>Beyond legal compliance, additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p>

	<p>the persons employed by it; and preventing, detecting and investigating a wide range of unlawful or unethical activities and behaviours and liaising with regulatory authorities.</p>	<p>The College has a legitimate interest in ensuring that its organisation, students, employees and systems are protected and that action is taken to mitigate risk and to prevent and detect matters which may put the College or its activities or stakeholders at risk.</p> <p>This includes appointment of internal and external auditors, conducting audits, carrying out risk assessments; detecting and preventing crimes or criminal activity or other unlawful or unethical activity; ensuring that only appropriate staff work for the College; and ensuring compliance other legal or regulatory requirements placed upon us or related official guidance.</p> <p>It also includes providing ways for employees and others to report conduct or compliance issues and the appropriate consideration and investigation of matters drawn to the College's attention.</p> <p>Effective protection is important for continuity and to protect the College's reputation. This support the College's immediate and long-term goals and outcomes.</p> <p>Further guidance can be found in the College's Whistleblowing Policy and Fraud and Corruption Policy.</p>
t)	<p>College information protection</p> <p>Protecting the private, confidential and proprietary information of the College, its employees, its students and third parties</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College considers that it has a legitimate interest in ensuring that its organisation, students, employees and systems are protected.</p> <p>This includes protecting our assets and the integrity of our systems; and detecting and preventing loss of confidential and proprietary information.</p> <p>This is also important to comply with our obligations to our students and staff to protect their information and assets.</p> <p>Effective protection is important for continuity of our activities and to protect the College's reputation. This supports the College's immediate and long-term goals and outcomes.</p>
u)	<p>Legal compliance</p> <p>Complying with laws and regulation applicable to the College (for example maternity or parental</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including those laws set out.</p>

	leave legislation, working time and health and safety legislation, taxation rules, worker consultation requirements, other employment laws, and regulation to which the College is subject in the conduct of its activities)	
v)	<p>Ensuring equality of opportunity</p> <p>Monitoring programmes to ensure equality of opportunity and diversity with regard to personal characteristics protected under applicable anti-discrimination laws</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including anti-discrimination laws.</p> <p>Where not legally required this processing is necessary for the public interest of ensuring equality of opportunity or treatment between people of different racial or ethnic origins, holding different religious or philosophical beliefs, people with different states of physical or mental health or people of different sexual orientation with a view to enabling such equality to be promoted or maintained.</p> <p>Beyond the above processing is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in ensuring that it takes action to prevent discrimination and promote an inclusive and diverse workplace.</p> <p>Ensuring equality and diversity ensures attraction and retention of high calibre employees, protects the College's reputation and supports the College in achieving its long-term goals and outcomes.</p>
w)	<p>Commercial transactions or outsourcing</p> <p>Planning, due diligence and implementation in relation to a commercial transaction or service transfer involving the College that impacts on your relationship with the College for example mergers and acquisitions or a transfer of your employment under</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including under automatic transfer rules.</p> <p>Processing beyond legal compliance is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its operations in the most effective way. The College needs to make decisions relating to the future of its activities in order to preserve its operations, improve, grow or maximise efficiency and effectiveness.</p> <p>In the event that the College makes a decision to outsource a function or acquire or transfer a business or part of a business the College and the third party with</p>

	applicable automatic transfer rules	<p>whom the College is seeking to transact each have a legitimate interest in ensuring that the workforce, employee costs and liabilities are sufficiently understood prior to committing to the transaction and to ensure a smooth transition of employees if a transaction goes ahead.</p> <p>Change programmes and transformation support continuity and improvement and support the College in achieving its long-term goals and outcomes.</p>
x)	<p>College reporting</p> <p>For operational and regulatory reporting documentation such as the preparation of annual accounts, reports, workforce surveys etc.</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including statutory College reporting obligations and corporate governance requirements, including the protection of public funds.</p> <p>Processing beyond legal compliance is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and carrying out its activities, ensuring appropriate governance and controls are in place and to measure and report on financial management and organisational performance.</p> <p>This includes appropriate preparation of management information reports; financial accounts and other reports in including in relation to HR metrics such as retention or attendance; reporting for internal and external governance; and liaising with third parties such as funding bodies.</p> <p>Effective management information and reporting is important for effective management of the organisation, risk management and decision making. This supports continuity and is important to support the College's long-term goals and outcomes.</p>
y)	<p>Business development and stakeholder management</p> <p>For tenders for work or student team records or to operate the relationship with student or support student delivery or vetting requirements including the use of contact or</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in winning commercial opportunities, attracting funding and developing its operations, complying with commitments to students, ensuring the success of student relationships and seeking to ensure student loyalty.</p> <p>This includes the sharing of appropriate information with students and prospective students about who is or will be working with them to develop strong relationships with students and support the effective performance of</p>

	<p>professional CV details or photographic images</p> <p>To operate the relationship with other third parties such as suppliers including disclosure of information to data processors for the provision of services to the College</p>	<p>commitments for students.</p> <p>In some cases this may also include supporting students to comply with their legal or regulatory obligations or security requirements by having sufficient information about those providing services to them.</p> <p>The College also has a legitimate interest in ensuring that it can engage with suppliers effectively and that suppliers can access the information they need to provide the service for which they have been engaged.</p> <p>Effective organisational development and successful student relationships are important for organisation continuity and growth.</p> <p>Effective communication with and engagement of suppliers is important for continuity and improvement.</p> <p>This supports the College's achievement of its immediate and long term goals and outcomes.</p>
z)	<p>Communication and public relations</p> <p>Where relevant for publishing appropriate internal or external communications or publicity material including via social media in appropriate circumstances</p>	<p>This processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in communicating effectively with its workforce, students and other stakeholders as well as carrying out appropriate business development activity.</p> <p>That includes giving information to the workforce or, where appropriate students or other stakeholders or the wider community about relevant activities, plans or projects. That can include making reference to those of our staff who are involved in the relevant matters being communicated above.</p> <p>Effective employee, student and other stakeholder communication and engagement contributes to attraction and retention of high calibre employees, development and retention of student relationships, strong organisation performance, improvement, growth and maintaining and enhancing the College's reputation. This supports the College's immediate and long-term goals and outcomes.</p>
aa)	<p>HR administration</p> <p>To support HR administration and management and maintaining and processing general records necessary to</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including in particular employment laws, health and safety laws, data protection laws and other regulatory laws. The College's HR policies and procedures are designed to enable the College's compliance with laws relevant to the employment relationship.</p>

	<p>manage the employment, worker or other relationship and operate the contract of employment or engagement;</p>	<p>Beyond what is necessary for legal compliance processing is necessary to perform the contract between you and the College including in particular the express and implied terms of the employment contract such as the effective administration of your hours of work and provision of pay and benefits.</p> <p>Additional processing is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and carrying out its activities. This includes the effective administration of all elements of the employment relationship throughout the employment lifecycle from recruitment to retirement or termination. The College's systems, policies and procedures are designed to support the fair, consistent and effective management of the employment relationship and the effective communication with and engagement of staff.</p> <p>Effective employee management facilitates strong organisation performance and the attraction and retention of high calibre employees. This supports the College's immediate and long-term goals and outcomes.</p>
<p>bb)</p>	<p>Access controls</p> <p>To set and change access permissions</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including in particular data protection laws, health and safety laws and the College's duty of care.</p> <p>Beyond legal compliance processing is also necessary to perform the contract between you and the College. The College needs to provide access to appropriate locations and systems to enable staff to fulfil their duties for the College while maintaining its duty of care and other express and implied contractual duties towards you.</p> <p>Additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in managing its workforce and carrying out its activities. This includes facilitating access to appropriate locations and systems. It also includes controlling and restricting access to ensure appropriate organisation protection. This is necessary to ensure safety and security of staff and others on the College's premises and protecting the College's systems, assets and information. It is also necessary to protect the information relating to third parties such as students which we may hold.</p> <p>To facilitate this, the College needs to control access to sites, sensitive areas, systems, files etc. To be effective</p>

		<p>these must be monitored and kept up to date. IT is a key part of this control.</p> <p>This supports the College's achievement of its immediate and long-term goals and outcomes.</p>
cc)	<p>HR record and system management</p> <p>To manage and maintain HR records, files and systems including technical support and maintenance for HR information systems and managing electronic and hard copy records in line with the College's HR retention policy</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including data protection laws.</p> <p>Beyond legal compliance processing is necessary to perform the contract between you and the College including ensuring that the information needed to operate the express and implied terms of your contract of employment is kept secure, maintained and kept up to date.</p> <p>Additional processing is also necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College considers that it has a legitimate interest in managing its workforce and operating its organisation. This includes maintaining the integrity and security of data and facilitating records management, ensuring information remains up to date and deleting information when it is no longer required. IT is a key part of managing this effectively and efficiently.</p> <p>Effective information management is key to the successful management and administration of the employment relationship. Effective staff information management support the attraction and retention of high calibre employees, strong organisation performance. This supports the College's achievement of its immediate and long-term goals and outcomes.</p>
dd)	<p>Litigation</p> <p>To enforce our legal rights and obligations, and for any purposes in connection with any legal claims made by, against or otherwise involving you</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject including demonstrating compliance with employment and health and safety laws and data protection laws.</p> <p>Beyond legal compliance processing is necessary to perform the contract between you and the College including the enforcement of the College's rights under that contract.</p> <p>Additional processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College considers that it has a legitimate interest in protecting its organisation from breaches of legal obligations owed to it and to defend itself from litigation. This is needed to ensure that the College's legal rights and interests are managed appropriately, to protect the</p>

		<p>College's reputation and to protect the College from other damage or loss.</p> <p>This is important to protect the activities of the College and ensure its continued success and growth. This supports the College's immediate and long-term goals and outcomes.</p>
ee)	<p>Legal or regulatory disclosures</p> <p>To comply with lawful requests by public authorities (including without limitation to meet national security or law enforcement requirements), discovery requests, or where otherwise required or permitted by applicable laws, court orders, government regulations, or regulatory authorities (including without limitation data protection, tax and employment)</p>	<p>This processing is necessary for the compliance with legal obligations to which the College is subject where there is a legal obligation to disclose information or a court or other legal order to provide information is place.</p> <p>Where not legally required, processing is necessary for the purpose of the legitimate interests pursued by the College.</p> <p>The College has a legitimate interest in co-operating with relevant authorities, government bodies or regulators for the provision of information where appropriate. The College wishes to maintain its reputation as a good corporate citizen and to act ethically and appropriately.</p> <p>This encourages compliance and best practice and protects the College's reputation. This supports the College's immediate and long-term goals and outcomes.</p>

6.4 Additional legal basis we rely on where we process special category data

The special categories of personal data that may be processed by the College are set out above. Where we process special categories of data it will be justified by a condition set out at 6.2.1 above and also by one of the following additional conditions:

- 6.4.1 The processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws;
- 6.4.2 The processing is necessary for the purposes of preventive or occupational medicine, for the assessment of your working capacity, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, to the extent permitted by applicable laws;
- 6.4.3 The processing is necessary to protect your vital interests or of another person where you are physically or legally incapable of giving consent (for example in exceptional emergency situations, such as a medical emergency);

- 6.4.4 The processing is necessary for purposes authorised by the Data Protection Act 2018 including particularly those public interest conditions set out in Part 2 of Schedule 1 of the Data Protection Act 2018 (e.g. equality of opportunity, preventing or detecting unlawful acts, counselling, safeguarding of children and individuals at risk, insurance purposes, occupational pensions);
- 6.4.5 The processing is necessary for the establishment, exercise or defence of legal claims; or
- 6.4.6 In exceptional circumstances the processing is carried out subject to your explicit consent (as explained below).

6.5 The purposes we use special category personal data for and the additional legal basis that applies

We have identified a number of purposes for collecting and processing your special category personal data. These are set out below together with the additional legal basis we rely on in each case:

No.	Purpose for processing	Additional lawful basis for special category data processing
a)	Documentation such as work permits, details of residency, proof of citizenship will be processed to assess and review eligibility to work for the College in the role in which you work	This processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws. In particular the requirement to check that you are legally permitted to work in your role.
b)	Your racial or ethnic origin, religion, philosophical or political belief, sexual orientation or disability status may be used for the collection of statistical data subject to local laws, or where required to record such characteristics to comply with equality and diversity requirements of applicable local legislation or to keep the College's commitment to equal opportunity under review	<p>This processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws. In particular compliance with the College's public sector equality duty under anti-discrimination legislation.</p> <p>Where not legally required this processing is necessary for the public interest of ensuring equality of opportunity or treatment between people of different racial or ethnic origins, holding different religious or philosophical beliefs, people with different states of physical or mental health or people of different sexual orientation with a view to enabling such equality to be promoted or maintained.</p>
c)	Health and medical	Some of this processing is necessary for the

	<p>information may be used to comply with employment, health and safety or social security laws. For example, to carry out statutory risk assessments and regular health and safety assessments, provide statutory incapacity or maternity benefits, avoid breaching legal duties to you, to ensure fair and lawful management of your employment, avoid unlawful termination of your employment, to process ill health retirement benefits, to make reasonable adjustments and avoid unlawful discrimination or dealing with complaints arising in this regard.</p>	<p>purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws. In particular, those laws set out in this section.</p> <p>To the extent that this data is managed by our occupational health advisers, this processing is necessary for the purposes of preventive or occupational medicine, for the assessment of your working capacity, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, to the extent permitted by applicable laws.</p> <p>Some of this processing is necessary for insurance purpose (where you are covered by insurance that relates to health).</p> <p>Some of this processing is necessary for the purpose of making a determination in connection with eligibility for or benefits payable under an occupational pension scheme (e.g. if you apply for ill health retirement).</p>
d)	<p>Details of trade union membership may be processed to ensuring that any relevant rights that you may have in connection with any Trade Union membership are complied with, as required to enable us to meet our obligations under employment law and to administer any Trade Union subscriptions paid direct from your salary;</p>	<p>This processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws. In particular human rights laws relating to freedom of association and assembly, laws relating to the College's interaction with Trade Union members and officials and avoiding detrimental treatment relating to Trade Union membership or activities.</p> <p>Processing related to the payment of Trade Union membership subscriptions from salary will only take place at your request and therefore with your consent. This is entirely voluntary.</p>
e)	<p>Special category personal data of any type may be used in the management and investigation of any complaint under the</p>	<p>This processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or the College in the field of employment law, social security and social protection law, to the extent permissible under applicable laws. In particular employment laws relating to the effective</p>

	College's grievance, whistleblowing, anti-bullying and harassment or similar policies and procedures or disciplinary procedures where such information is sufficiently relevant to the particular complaint or issue.	management of complaints and avoiding unlawful dismissals, anti-discrimination laws and our duty of care to staff.
f)	Special category personal data of anytime may be used where the College is dealing with a claim by or involving you where the data is sufficiently relevant to the claim.	This processing is necessary for the establishment, exercise or defence of legal claims.

6.6 We may seek your consent to certain processing which is not otherwise justified under one of the above basis. If consent is required for the processing in question, it will be sought from you separately to ensure that it is freely given, informed and explicit. Information regarding such processing will be provided to you at the time that consent is requested, along with the impact of not providing any such consent. You should be aware that it is not a condition or requirement of your employment to agree to any request for consent from the College.

6.7 Processing data relating to criminal convictions and offences

Personal data relating to criminal convictions and offences will only be processed where authorised by applicable laws. For example:

6.7.1 a criminal record check may be carried out on recruitment or transfer or intermittently where ongoing screening is required where authorised by applicable laws including in particular our safeguarding obligations; or

6.7.2 an allegation of a criminal offence or conviction arising during your relationship with the College may be processed where required or authorised by applicable law. For example:

6.7.2.1 where we have a legal or regulatory requirement to report an offence; or

6.7.2.2 information about a criminal offence or alleged offence may be processed to prevent or detect unlawful acts e.g. in an investigation into an allegation or reporting an allegation to the police;

6.7.2.3 applicable laws authorise the College to process information about the offence (e.g. in a disciplinary process) for the

purpose of making decisions regarding your relationship with the College to comply with employment laws.

7. AUTOMATED DECISION MAKING AND PROFILING

- 7.1 We do not currently rely on automated decision making or profiling in recruitment or employment.

8. RETENTION OF PERSONAL DATA

- 8.1 The College endeavours to ensure that personal data are kept as current as possible and that irrelevant or excessive data are deleted or made anonymous as soon as reasonably practicable.
- 8.2 We generally retain personal data for as long as is required to satisfy the purpose for which it was collected. This will usually be the period of your employment/contract with us plus the length of any applicable statutory limitation period following your departure, although some data, such as pension information, may need to be kept for longer. We may keep some specific types of data, for example, tax records, for different periods of time, as required by applicable law. However, some personal data may be retained for varying time periods in order to comply with legal and regulatory obligations and for other legitimate operational reasons. Please see the College's Archive and Retention Policy for further information which is available on Moodle.

9. DISCLOSURES OF PERSONAL DATA

- 9.1 Within the College, your personal data can be accessed by or may be disclosed internally on a need-to-know basis to:
- 9.1.1 Human Resources, including managers and team members;
 - 9.1.2 management responsible for managing or making decisions in connection with your relationship with the College or when involved in an HR process concerning your relationship with the College;
 - 9.1.3 system administrators; and
 - 9.1.4 where necessary for the performance of specific tasks or system maintenance by staff in the College teams such as the Finance and IT Department.
- 9.2 Certain basic personal data, such as your name, location, job title, contact information, employee number and any published skills and experience profile may also be accessible to other employees. The security measures in place within the College to protect your data are set out below.
- 9.3 Your personal data may also be accessed by third parties whom we work together with (including without limitation, Vacancy Filler, Advanced Business Solutions, Jane Systems, BHSF Ltd, Preston NHS Trust, Sodexo Motivational Solutions UK and their associated companies and sub-contractors) for providing us with services, such as hosting, supporting and maintaining the framework of our HR information systems and security systems.

- 9.4 Personal data may also be shared with certain interconnecting systems such as the main HR system and local payroll and benefits systems. Data contained in such systems may be accessible by providers of those systems, their associated companies and sub-contractors.
- 9.5 Examples of third parties with whom your data will be shared include tax authorities, regulatory authorities, pension scheme providers, the College's insurers, bankers, IT administrators, lawyers, auditors, investors, consultants and other professional advisors, payroll providers, and administrators of the College's benefits programmes. The College expects such third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security.
- 9.6 Where these third parties act as a "data processor" (for example a recruitment platform) they carry out their tasks on our behalf and upon our instructions for the above mentioned purposes. In this case your personal data will only be disclosed to these parties to the extent necessary to provide the required services.
- 9.7 In addition, we may share personal data with national authorities in order to comply with a legal obligation to which we are subject. This is for example the case in the framework of imminent or pending legal proceedings or a statutory audit.

10. SECURITY OF DATA

- 10.1 The College is committed to protecting the security of the personal data you share with us. The College uses a variety of technical and organisational methods to secure your personal data in accordance with applicable laws.
- 10.2 A number of the measures that we use to protect information are set out in the Information Security Policy which sets out the applicable College policies and procedures.

11. INTERNATIONAL TRANSFER OF PERSONAL DATA

- 11.1 Personal data may from time to time be transferred to third parties (e.g. service providers or regulators as set out above), who may have systems or suppliers located outside the European Union.
- 11.2 In this event the College will ensure that appropriate or suitable safeguards are in place to protect your personal information and that transfer of your personal information is in compliance with applicable data protection laws.

12. YOUR RIGHTS AS A DATA SUBJECT

12.1 Right to access, correct and delete your personal data

- 12.1.1 The College aims to ensure that all personal data are correct. You also have a responsibility to ensure that changes in personal circumstances (for example, change of address and bank accounts) are notified to the College so that we can ensure that your data is up-to-date.
- 12.1.2 You have the right to request access to any of your personal data that the College may hold, and to request correction of any

inaccurate data relating to you. You furthermore have the right to request deletion of any irrelevant data we hold about you.

- 12.1.3 You can see and update some of this data yourself via the HR Portal. However, to correct/update other information, you will need to contact Human Resources.

12.2 **Data portability**

Where we are relying upon your consent or the fact that the processing is necessary for the performance of a contract to which you are party as the legal basis for processing, and that personal data is processed by automatic means, you have the right to receive all such personal data which you have provided to the College in a structured, commonly used and machine-readable format, and also to require us to transmit it to another controller where this is technically feasible.

12.3 **Right to restriction of processing:**

You have the right to restrict our processing of your personal data where:

- 12.3.1 you contest the accuracy of the personal data until we have taken sufficient steps to correct or verify its accuracy;
- 12.3.2 where the processing is unlawful but you do not want us to erase the data;
- 12.3.3 where we no longer need the personal data for the purposes of the processing, but you require them for the establishment, exercise or defence of legal claims; or
- 12.3.4 where you have objected to processing justified on legitimate interest grounds (see below) pending verification as to whether the College has compelling legitimate grounds to continue processing.

Where personal data is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims.

12.4 **Right to withdraw consent**

Where we have relied on your consent to process particular information and you have provided us with your consent to process data, you have the right to withdraw such consent at any time. You can do this by (i) in some cases deleting the relevant data from the relevant HR system (although note that in this case it may remain in back-ups and linked systems until it is deleted in accordance with our data retention policy) or (ii) contacting Human Resources. It will only however be rarely that we rely on your consent to process personal data for your employment or engagement.

12.5 **Right to object to processing justified on legitimate interest grounds**

Where we are relying upon legitimate interest to process data, then you have the right to object to that processing. If you object, we must stop that processing unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where we need to process the data for the establishment, exercise or defence of legal claims. Where we rely upon

legitimate interest as a basis for processing we believe that we can demonstrate such compelling legitimate grounds, but we will consider each case on an individual basis.

12.6 Right to complain

You also have the right to lodge a complaint with the Information Commissioners Office (<https://ico.org.uk>), if you consider that the processing of your personal data infringes applicable law.

For further information regarding your rights, or to exercise any of your rights, please contact the College's Data Protection Officer (DataProtectionOfficer@runshaw.ac.uk).

13. ADDITIONAL EMPLOYEE PRIVACY NOTICES

We may undertake certain processing of personal data which are subject to additional Employee Privacy Notices and we shall bring these to your attention where relevant.

14. NOTICE OF CHANGES

- 14.1 The College may change or update this Employee Privacy Notice at any time.
- 14.2 Should we change our approach to data protection, you will be informed of these changes or made aware that we have updated the Employee Privacy Notice so that you know which information we process and how we use this information.

SIGNATURES OF THE PARTIES TO THIS AGREEMENT – EMPLOYEE PRIVACY NOTICE