

**Staff Privacy Notice**

**Privacy Notice about how we use your personal information**

We are the data controller of personal information about you.

We are: Shrewsbury Colleges Group  
Our address is: Shrewsbury Colleges Group  
Priory Road  
Shrewsbury  
Shropshire  
SY1 1RX

Our Data Protection Officer: Mark Brown  
Vice Principal – Quality, Apprenticeships & Information

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:

Shrewsbury Colleges Group,  
London Road,  
Shrewsbury,  
Shropshire.  
SY2 6PR  
dpo@scg.ac.uk  
01743 342342

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

This notice sets out what personal information is collected and stored as your employer, or potential employer and how is it used.

**The information that you give us**

When you **APPLY** for a job with the College we collect and store the following information:

Name; address; phone number; email; date of birth; DofE number; NI number; current employment details including job title, start and end dates, current salary, notice period, reason for leaving; all past employment details; education details; interests; whether you are related to any personnel of the College or Governing Body; references; special

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arrangement details for interview; criminal record details; Disclosure Barring Service check, including European Economic Area (EEA) check; Prohibition from Management check; Prohibition from Teaching check; Check of Barred List/List 99; digital recordings of you and your voice.

When you are **APPOINTED** and are **EMPLOYED** by the College we collect and store the following information

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; offer letters; employment terms and conditions; changes to your terms and conditions; certifications/qualifications, disciplinary, grievance, capability, job descriptions, sickness absences, maternity/paternity/adoption information; accidents and injuries at work; working time information; annual leave records; recruitment information; photo; payroll details; gender; flexible working; exit interviews; return to work notifications; parental leave request forms; appraisal/performance; bank account number; sort code; disqualification information; sickness absences; medical information; digital recordings of you and your voice.

**The uses made of your personal information**

We will use your personal information set out above as follows:

- for the recruitment process and for carrying out pre-employment checks;
- for safeguarding students;
- for checking your identity and right to work in UK;
- for checking your qualifications;
- to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- to set up payroll and pension and to reimburse expenses;
- for dealing with HMRC;
- for communicating with you, including for marketing purposes;
- for carrying out our role as your employer or potential employer;
- the recording of online or blended delivery to students during teaching activities, to be shared with students for catch-up and revision purposes.

We treat your personal information with confidentiality and we do not use it for any other purposes.

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### **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).

In circumstances where it is necessary for the College to share special category personal information with a third party, e.g. Occupational Health Provider, the College will gain your consent prior to disclosing any information.

Digital recordings are collected on the basis of consent. Recordings of teaching are not automatic, the teacher themselves must initiate the recording thereby providing their consent. Recording of interviews will be administered by the College, individual candidates will be informed and have the right to refuse.

### **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 12 months from the date of application.

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 60 years after leaving the employment of the College.

Digital recordings are maintained for the duration of the course, for use by students enrolled to the course.

### **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.

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<b>Organisation/Type of Organisation</b>	<b>Purpose</b>
HMRC	To facilitate the collection of income tax and national insurance contributions
Local Government Pension Scheme	To maintain pension records and pay over contributions
Teachers Pensions Scheme	To maintain pension records and pay over contributions

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

<b>Organisation/Type of Organisation</b>	<b>Purpose</b>
Occupational Therapy Services	To support medical assessment of your employments needs. This is only done with your consent.

**How we transfer your personal information outside of Europe**

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

## **Your rights over your personal information**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances 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.