



Issue Date: December 2023
Review Cycle (Years): Annually
Next Review Date: 5th December 2024
Person Responsible: Head of Governance

GDPR: PRIVACY NOTICE POLICY (STAFF) 2023-2024

APPROVAL/CONSULTATION REQUIREMENTS

WHO BY	REQ?	DATE	WHO BY	REQ?	DATE
SLT	Y <input type="checkbox"/>		Corporation	Y <input checked="" type="checkbox"/>	14-12-22
Health-Safety Comm.	Y <input type="checkbox"/>		Finance-Resources Comm.	Y <input type="checkbox"/>	
Trades Union	Y <input type="checkbox"/>		Audit Comm.	Y <input type="checkbox"/>	
Education-Standards Comm.	Y <input type="checkbox"/>		Remuneration Comm.	Y <input type="checkbox"/>	
POLICY LOCATION: Internal <input checked="" type="checkbox"/> (Sharepoint) External <input checked="" type="checkbox"/> (Website)					
Related Documents:	●				

1. NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

- 1.1 We are the data controller of personal information about you. We are Coventry College. Our address is: 50 Swanswell Street, Coventry CV1 5DG.
- 1.2 Our Data Protection Officer is the Chief Finance and Operating Officer. 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 50 Swanswell Street, Coventry CV1 5DG.
- 1.3 This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.
- 1.4 This notice sets out how we use your personal information and in particular:
 - the information that you give us and 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
 - automated decisions we make about you; and
 - your rights over your personal information.

2. THE INFORMATION THAT YOU GIVE US

- 2.1 We will collect personal information from you when you apply to work or volunteer with us. This will include your:
 - name
 - address
 - phone number
 - email
 - date of birth
 - DfE 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 arrangement details for interview
- criminal record details
- Disclosure Barring Service check, including European Economic Area (EEA) check
- Prohibition from Teaching/ Barred List/List 99 checks
- Pre-employment Health Questionnaire/Medical Report

2.2 We will collect personal information about you if you are shortlisted for interview for employment or volunteering with us. This will include:

- Data publicly available about you through online searches, undertaken in accordance with the requirements of Keeping Children Safe in Education, which may be relevant in assessing your suitability to work or volunteer at the College

2.3 We will collect personal information from you when you are a new starter and become an employee or volunteer of the College. This will include 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
- pension details
- student 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 information
- accidents and injuries at work
- working time information
- annual leave records
- recruitment information
- photograph
- payroll details
- gender
- flexible working
- exit interviews
- return to work notifications
- parental leave request forms
- appraisal/performance
- bank account number
- bank account name
- sort code
- disqualification information
- sickness absences
- medical information

- trade union membership

3. THE USES MADE OF YOUR PERSONAL INFORMATION

3.1 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;
- for monitoring the profile of the workforce and for ensuring that the College meets its statutory obligations in line with the Equalities Act;
- 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, to pay you and to reimburse expenses;
- for dealing with HMRC;
- for communicating with you,
- for carrying out our role as your employer or potential employer.

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

4. THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

4.1 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.

4.2 For employees and volunteers, and those shortlisted for interview, 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. For employees we also collect and use your personal information as we have a legitimate interest in doing so.

4.3 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).

5. HOW LONG WE KEEP YOUR PERSONAL INFORMATION

5.1 We will not keep your personal information for longer than we need it for the purposes we have explained above. Details of how long we keep each type of information can be found in the College's retention schedule.

6. HOW WE SHARE YOUR PERSONAL INFORMATION

6.1 We may share the personal information that you give us with the following organisations (or types of organisation) for the following purposes.

Organisation:

- ONS
- HMRC
- TPS
- LGPS
- DWP
- UKVI
- HSE
- Medigold/Occupational Health Services Coventry City Council
- GDG
- DBS
- MHR
- Touchstone

Purpose:

- Taxation and National Insurance collection
- Reporting of accidents at work
- Payroll processing
- Pension arrangements
- DBS Checks

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

Organisation/Type of organisation:

- Counselling services
- Employers and other professional organisations
- Auditors
- Exam Bodies
- Trade Unions
- Banks

Service:

- Employee counselling
- Provision of references
- Auditing of the College's activities
- Provision of proof of experience and qualifications
- Provision of assistance and services to members
- Payment of salaries

7. HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

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

8. YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

8.1 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.

9. REVIEW OF POLICY

10.1 The above policy will be reviewed by the relevant parties annually, or as required.

10. ENVIRONMENTAL IMPACT ASSESSMENT

11.1 The College is fully committed to the sustainability agenda.

11.2 All policies take into consideration, at the time of writing and approval with the Senior Leadership Team, their impact on the agenda.

11.3 Policies may not be approved or be amended if they impact significantly on our commitment to improving our carbon footprint and our corporate social responsibility.

11. GENERAL DATA PROTECTION REGULATION (GDPR)

12.1 All policies which are approved by the Corporation are in line with our GDPR suite of policies and procedure.