

Employee, Director and Volunteer Privacy Notice

This privacy notice is issued by The Blackpool Sixth Form College. It is to inform individuals how their personal information will be collected and processed when they engage with the college.

The Blackpool Sixth Form College data processing registration

Registration Number: Z5758025

Date Registered: 03 December 2002

Data Controller: The Blackpool Sixth Form College

Address: Blackpool Old Road
Blackpool
FY3 7LR

Email address: dpo@blackpoolsixth.ac.uk

Website: www.blackpoolsixth.ac.uk

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

Blackpool Sixth collects and processes personal data to effectively assess an individual’s suitability for employment and meet its statutory obligations as a responsible employer to its employees. Blackpool Sixth is committed to being transparent about how it collects and uses data and protects an individual’s privacy.

What personal information does the organisation collect?

Application stage

Categories of information we collect, hold and share with the members of the relevant recruitment team when you apply to the college include -

- personal information (such as name, address and contact details)
- characteristics (such as ethnicity, nationality and learning difficulty and disability)
- employment information (such as current employment and past employment history details)
- education and qualification information
- special arrangement information for interviews

Shortlisting stage

In addition to the data collected at application stage applicants will be asked to provide proof (originals) of identity and qualifications at interview and references will be requested.

Appointment stage

At the point of a conditional offer of employment being made successful candidates will be required to complete a criminal record check via the Disclosure and Barring Service and a questionnaire about health to establish fitness for work which will be reviewed by the occupational health specialist service nominated by the college.

Employees

Categories of information we collect, hold and share on new starters and employees include:

- personal information (such as name, address and contact details)
- workplace location and contact details including telephone numbers, email addresses
- date of birth
- gender
- marital status and family
- nationality and learning difficulty and disability
- emergency contact details of who to contact in the event of an emergency
- employment information (such as job title, working time, type of employment and past employment history details, job references)
- leave information (such as annual leave, maternity/ paternity/ adoption details and parental leave details)
- education and qualification information
- financial information (such as national insurance number, payroll records, salary, tax information, bank details and pension details)
- car registration, copy of driving licence and motoring insurance
- expense claims and payments
- medical information (such as sickness absence, return to work notifications and other medical information)
- disciplinary and grievance records
- photograph for identification purposes and CCTV images
- network user account information, communications and internet usage history
- swipe card records (door access control)
- recruitment information (such as details supplied at time of applying to the college)
- health and safety information (such as details of accidents and injuries at work)
- performance related data linked to college and individual KPIs

Where necessary the college may hold more sensitive information about you known as 'special category' personal data, including

- ethnicity, religious beliefs and sexual orientation (if you provide these) for the purpose of equality monitoring
- details about trade union membership (where relevant) for the purposes of processing trade union fee salary deductions and liaison with trade unions.
- information about your health for purposes of managing sickness absence and providing occupational health services and making reasonable adaptations

- biometric data (fingerprint recognition systems), for cashless catering
- Where appropriate, information about criminal convictions and offences for authorised background checks, using information from the appropriate statutory bodies (Disclosure and Barring Service for England and Wales, Disclosure Scotland or Access NI in Northern Ireland).

Directors and volunteers - what personal information does the organisation collect?

The college will collect and record a subset of your personal information it does for applicants and employees to satisfy some of the reasons listed below for prospective and current employees.

Why we collect and use information

The college collects and processes your personal information to allow the college to use this information for the recruitment process and for carrying out pre-employment checks for purposes including:

- safeguarding students
- checking your identity and right to work in the UK
- checking your qualifications
- keeping an audit trail of the checks we have made and our relationship with you in case of employment claims
- payroll and pension purposes and to reimburse expenses
- dealing with HMRC
- communicating with you
- carrying out our role as your employer or potential employer

The college treats your personal information with confidentiality and does not use it for any other purposes.

Lawful basis on which we use this information

We collect and use your personal information on the basis that it is necessary for performing our employment contract with you, or it is necessary to take steps before entering into the contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

How long do we keep employee information?

Blackpool Sixth will not keep your personal information for longer than needed for the purposes explained above.

When you apply for a job at the college and should your application be unsuccessful, the college will keep your personal information for 12 months.

When you are an employee at the college, your personal information will be retained for as long as you are employed and kept for 6 years after your employment ends or period of engagement. Some types of information are kept for longer or shorter periods. The type of data will dictate the retention period and further details can be requested using the contact details above.

Who do we share information with?

We may share the personal information that you give to us with the following organisations –

- Department for Work and Pensions
- Pensions companies
- HMRC

We may share your information with third parties who provide services to the college. These include

- HR Systems (Cintra) which enables the college to manage its HR function
- Survey Systems (QDP) in order to gather feedback
- eLearning systems which provides training packages via electronic media
- training providers in order to provide external training courses

CCTV and images

The college uses CCTV on its premises and will also collect your photograph for the purpose of identifying and protecting our students, staff and premises. This data may be shared with the police and other agencies where the college is required or permitted to do so by law.

Your photograph or video may also be taken and used as part of promotion of the college events or activities taking place at the college. You will be informed if photographs or videos are being taken so you can refrain from being include if you wish to.

Where do we store data?

Data will be stored in a range of different places, including the staff information management systems, on paper stored in secure places, or on electronic documents within a secure network.

Do we process data outside the EEA?

The college will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Protection policy is available to view on our website.

For how long does the organisation keep data?

All data collected and processed will be held for as long as we are legally required to do so to fulfil our duty as an employer. Any data provided by consent may be deleted on request. The retention period for data and documents can be found within the college's Data Protection Policy which is available electronically from the website.

What rights do you have?

As a data subject, you have a number of rights. You can

- access and obtain a copy of your data on request using the Subject Access Request form available by emailing dpo@blackpoolsixth.ac.uk or from the college website.
 - require the organisation to change incorrect or incomplete data;
 - require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing;
 - object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use "legitimate interests" as grounds for processing in a small minority of situations.
 - withdraw consent for us to use your data for direct marketing
- If you would like to exercise any of these rights, please contact the data protection officer at dpo@blackpoolsixth.ac.uk.

Who can I complain to?

If you believe that the college has not complied with your data protection rights, please contact the college Data Protection Officer, dpo@blackpoolsixth.ac.uk.

If we cannot resolve your complaint you can complain to the Information Commissioner. <https://ico.org.uk/make-a-complaint/>

What if I do not want to provide personal data?

Failure to provide data required to meet legal obligations will result in us not being able to employ an individual or commence an engagement of volunteer work. Failure to provide other information (except that requiring consent), for example disability information, may result in the college being unable to provide the standard of service we would wish to provide.

Does the college use automated decision-making?

No decisions are based solely on automated decision-making.

Do we change our Privacy Policy?

We will review this policy bi-annually in-line with the Data Protection Policy as a minimum and will post any updates on this webpage.

Changes to this Statement

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Any changes we may make to our privacy policy in the future will be posted on this page.

February 2019