



Hills Road Sixth Form College Cambridge

Staff Privacy Notice

The College's commitment to you

The protection of personal privacy is important to Hills Road Sixth Form College and any personal data you provide will be treated in accordance with current data protection legislation. The College recognises its responsibilities to process and manage personal information in a fair and proper manner. Whenever you provide such personal information, we will treat that information in accordance with this notice, current legislation and our Data Protection Policy.

In order to study at the College, or to become a member of staff, we will ask you to provide us with certain types of personal information about yourself. This notice explains what it is going to be used for including any third parties with whom your information will be shared. The College is allowed to process personal data in order to perform its official function of providing sixth form education. In other circumstances, for example, with adult students and staff, we process data to fulfil a contractual relationship. We may also process information for other reasons, such as to comply with a legal obligation, in the legitimate interest of the College or a third party, or your vital interests. We will ask for your consent before we use your personal information for any other reason; you have the right to withdraw this consent at any time.

Special categories of data, which are particularly sensitive, for example, ethnicity, gender identity, sexual orientation, religion or belief, will be used by the College to assist with monitoring compliance with the Equality Act 2010. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your studies or employment. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

We may also process personal information in other circumstances, for example, providing facilities to hirers, information to alumni, paying suppliers, arranging for candidates who have not studied at the College to take exams.

Our processing includes the use of CCTV to maintain the security of the premises and for preventing and investigating suspected crime. This includes the use of Automatic Number Plate Recognition (ANPR) in the College's visitors' and staff car parks.

We will hold your information for a reasonable period of time and no longer than is necessary and in accordance with our Data Protection Retention periods. It is securely destroyed once the retention period has lapsed.

If we become aware of a data breach that is likely to result in a high risk to your rights or freedom, we will inform you without undue delay and notify the Information Commissioner's Office within 72 hours of becoming aware, even if

we do not have the full details. When we notify you, we will tell you what we have done to mitigate possible adverse effects and, where appropriate, provide you with advice about steps that you can take to protect yourself from the effects of the breach.

Requesting access to your personal data

You have the right to request access to the information that we hold about you free of charge unless the request is for an excessive amount of information in which case we can charge a reasonable fee. We will provide the information without delay and within one month of receipt of the request unless the request is for excessive information or particularly complex, in which case we can delay the period by a further two months. To assist us with responding efficiently to your request it is helpful if you are able to specify the information to which the request relates. To make a request for your personal information, contact subjectaccess@hillsroad.ac.uk.

You have the right to:

- withdraw consent to processing at any time, where relevant
- have inaccurate or incomplete personal data rectified
- request the deletion or removal of personal data in specific circumstances
- restrict processing of personal data in specific circumstances
- object to processing of personal data in specific circumstances
- data portability in specific circumstances
- object to decisions being taken by automated means.

Reporting concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the Data Protection Officer at the College at dataconcern@hillsroad.ac.uk. If you are not satisfied by our response, you should raise your concern with the Information Commissioner's Office, www.ico.org.uk

Staff data

We collect and use your personal information to enable us to fulfil the potential or actual employee/employer contractual relationship and to comply with our legal obligations.

Collecting staff information

Whilst the majority of staff information you provide to us is in order to fulfil the employer/employee contractual relationship, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and, where you have a choice, we will ask for your consent to process the information. A significant amount of the information that you provide to us will be provided electronically, but you may also be asked to supply information in hard copy.

Your information will be used to:

- carry out statistical analysis
- ensure your health and safety
- fulfil legal obligations, for example, our duty under the Equality Act 2010
- make decisions about whether to offer you a post at the College
- make reasonable adjustments in relation to identified needs
- pay your salary, pension contributions and expenses
- provide appropriate pastoral care

- safeguard students
- support you during your period of employment
- verify your identity and right to work in the UK

We will seek your consent to use your photograph or video recordings for college marketing purposes. We will also ask for your consent if we wish to use any other personal details for marketing purposes or for keeping in touch with you after you leave the College.

Special categories of data, for example, ethnicity, gender identity, sexual orientation, religion or belief, will be used by the College to assist with monitoring compliance with the Equality Act 2010 and to fulfil our obligations in the field of employment law. Where you have a declared disability, learning need or health condition, the College will use this information for appropriately supporting your employment. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

The categories of information that we collect, hold and share about you include:

- absence information (such as periods of absence and absence reasons)
- characteristics (such as ethnicity, gender and sexual orientation, health details and disability information where applicable)
- educational and professional qualifications
- employment history
- enhanced DBS information including unique reference number
- next of kin contact information (such as name and contact details)
- performance information (such as appraisals, lesson observations, quality visit information, student results)
- personal information (such as name and contact details, date of birth, visual image, bank details, tax details, pension details, Disclosure and Barring Service reference number)
- references

You can access some of your personal information via the self-service HR on-line module, which allows you to change the personal information that we hold about you that is incorrect or needs updating if, for example you have moved house. Payroll information, for example, bank details can be amended with a member of the College's HR Team.

Storing your information

We hold your personal data for the duration of your employment and for a maximum of twelve years after you have left the College, after which we retain limited information comprising name, address, date of birth, dates employed and posts held, for an indefinite period.

Information that relates to unsuccessful applications and speculative applications is retained for one full academic year.

With whom do we share staff information?

We share your information with:

- Backcheck for DBS processing
- Cambridgeshire Local Government Pension Scheme (Support staff)

- Her Majesty's Revenue and Customs (HMRC)
- National Statistics Office
- Ofsted
- Prudential Assurance, for AVC's where applicable
- PSC – the College's payroll agent
- Student Loans Company, where applicable
- Teachers' Pensions (Teaching staff)

From time to time, we may share information due to a legal obligation, for example to the Local Authority to fulfil a statutory order to collect Council Tax or the Child Support Agency in respect of child benefit.

We may also share information, as required, with College Auditors in the performance of their official functions.

We also provide information, at your request, to other organisations, for example, supplying references, administering salary sacrifice schemes and Travel to Work.

When we share your personal information with any third party, it will be encrypted and password protected or exchanged through a secure portal.

We do not share your data outside the European Economic Area, other than at your request. When we do this, we will make every effort to ensure appropriate safeguards are in place to protect your personal information.

Who shares your information with the College?

Your professional and personal referees provide information to the College as part of the recruitment process.

HMRC supplies the College with information about your taxation.

Why we share information

We do not share information about you with anyone without consent unless it is required or permitted by law.

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