



# Staff Privacy Policy

<b>Policy name:</b>	<b>Staff Privacy Policy</b>
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<b>Created by:</b>	<b>Director of Human Resources</b>
<b>Approved by:</b>	<b>Principal/Chief Executive</b>
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## 1. Purpose

The aim of this policy is to set out how we use your personal information as your employer or when you apply for a job with us. This policy has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

We are the data controller of personal information about you. We are Warrington & Vale Royal College (The College), Winwick Road, Warrington, Cheshire WA2 8QA.

Our Data Protection Officer is Laura Churchill, contactable at the above address or [lchurchill@wvr.ac.uk](mailto:lchurchill@wvr.ac.uk)

## 2. Scope

This policy applies to all employees and job applicants. It sets out how the College use your personal information as your employer or when you apply for a job with us and in particular:

- the information that you give us;
- 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; and
- your rights over your personal information.

## 3. Responsibility

Ultimate responsibility of this procedure lies with the Principal/Chief Executive, supported by the Director of Human Resources.

## 4. The information that you give us.

We will collect personal information from you when you apply for a job with us. This will include your: name; address; phone number; email; date of birth; 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; 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; Check of Barred List/List 99; and Pre-employment Health Questionnaire/Medical Report.

We will collect and retain the following information whilst you are an employee’ of the College. This will be 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; bank details; pension details; statement about employment; 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; training records;

recruitment information; photo; payroll details; gender; ethnic origin; disability/health conditions; religion/belief; sexual orientation; caring responsibilities; flexible working; exit interviews; return to work notifications; parental leave request forms; probation/performance; bank account number; sort code; disqualification information and medical information.

## **5. 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; including online checks (in line with Keeping Children Safe in Education Guidelines);
- 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;
- for carrying out our role as your employer or potential employer.

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

## **6. 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 behavioral characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records.

## **7. 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 a period of 6 months from filling of vacancy.

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 ten years.

## 8. How we share your personal information.

We may share the personal information that you give us with the following organisations for the following purposes.

### Organisation:

North West Boroughs Healthcare NHS Foundation Trust, Occupational Health Services, Hollins Park House, Hollins Lane, Winwick, Warrington WA2 8WA.

### Purpose:

Medical support and advice.

### Organisations:

Cheshire Pension Fund, The Portal, Wellington Road, Ellesmere Port, Cheshire, CH65 0BA

Teachers' Pensions, 11b Lingfield Point, Darlington, DL1 1AX

### Purpose:

Provision of pensions services.

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

### Organisation:

CiPHR Limited, 28-30 Chapel St, Marlow, Bucks, SL7 1DD

### Service:

HR system provision.

Additionally, if you request that we share your information with third parties e.g. for mortgage purposes, we will do so with your authority.

## 9. 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 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.

#### **10. 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.

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



**E&D Impact Assessment**

<b>Policy Title:</b>	Staff Privacy Policy
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<b>Identify the Key Stakeholders:</b>	College staff
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<b>What is the impact on the following:</b>	<b>Key Characteristics</b>	<b>Impact</b>
	<b>Age</b>	(1) A positive impact is intended and very likely
	<b>Disability</b>	(1) A positive impact is intended and very likely
	<b>Sex</b>	(1) A positive impact is intended and very likely
	<b>Racial group</b>	(1) A positive impact is intended and very likely
	<b>Religion and belief</b>	(1) A positive impact is intended and very likely
	<b>Sexual orientation</b>	(1) A positive impact is intended and very likely
	<b>Gender re-assignment</b>	(1) A positive impact is intended and very likely
	<b>Pregnancy and maternity</b>	(1) A positive impact is intended and very likely
	<b>Marriage and civil partnership</b>	(1) A positive impact is intended and very likely

	Please tick			
<b>Have any additional safeguarding risks been identified?</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Any major changes or adjustments required:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<b>Stop and remove:</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>



**Actions to be addressed:**

Action	To be completed by	Target Date	Completed (Y/N)

**Validated by the Equality & Diversity Committee**

**Date:**

**If applicable, actions completed and validated by the  
Equality & Diversity Committee**

**Date:**