

# SOUTH & CITY COLLEGE BIRMINGHAM

## Staff Privacy Notice

### Notice about how we use your personal information

South and City College is the data controller of personal information about you.

Our Data Protection Officer is Parveen Ghulam. If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Data Protection Officer at South & City College Birmingham, Digbeth Campus, High Street Deritend, Digbeth, Birmingham, B5 5SU. Telephone number 0121 694 5100. Email [data.controller@sccb.ac.uk](mailto:data.controller@sccb.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.

### Who are you?

- [Applicant or Employee](#)

In each case, you have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. [These rights are set out in more detail below](#). Please note that on occasions we may process “special categories” of information about you. This is information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, the processing of genetic data and biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

### Applicant or Employee

What would you like to learn more about?

- [the information we collect about you and why we collect it;](#)
- [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 Europe;](#)
- [Automated decisions we take about you;](#)
- [Your rights;](#)
- [Changes to our Privacy Notice;](#)

## **The information we collect about you and why we collect it**

We will collect personal information from you when you apply for a job with us. This will include your:

- Name; address and phone number
- Email and date of birth
- NI number
- Current employment details including job title
- Start and end dates
- Current salary
- Notice period
- Reason for leaving
- All previous 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 Management check
- Prohibition from Teaching check
- Check of Barred List/List 99
- Pre-employment Health Questionnaire/Medical Report

During the course of your employment we will collect personal information from you. This will be your:

- Name; marital status and previous surname(s)
- Address and date of birth
- Occupation/department
- Type of employment
- Start date
- Next of kin and contact details
- Pension details
- Student loan details
- Offer letters
- DBS
- Passport
- Changes to your terms and conditions
- Certifications/qualifications
- For CPD courses held at the College
- Disciplinary and 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/ethnicity/religious belief/disability information / sexual orientation
- Flexible working
- Return to work notifications
- Parental leave request forms- health
- Appraisal/performance
- Bank account number; sort code
- Disqualification information
- Medical information

## **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 data that reveals a person's racial or ethnic origin, 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), physical or mental health, sexual orientation and criminal records).

## **How long we keep your personal information**

We will not keep your personal information for longer than we need it for the purposes explained above.

When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for 12 months.

When you are an employee, we will keep your personal information for as long as you work with us. After you leave, we will keep your personal information for 10 years unless you have accessed medical retirement or where there is a requirement to demonstrate health, health surveillance records and exposure the information may be retained for at least 40 years.



## How we share your personal information

The College may disclose certain personal data to external bodies, listed below. At all times, the amount of information and the manner in which it is disclosed will be in accordance with the provisions and obligations of the GDPR. Please note this is not an exhaustive list:

<b>Organisations</b>	<b>Purpose/Service</b>
<b>Occupational Health</b>	<p>To provide the College with medical information and medical advice to make employment decisions.</p> <p>We may also share your personal information with third parties who provide services to the College e.g occupational health surveillance</p>
<b>HMRC</b>	<p>Real-time information is released to HM Revenue and Customs (HMRC) in order to collect income tax and National Insurance Contributions (NICs) from employees.</p>
<b>LGPS</b>	<p>To report all payroll information to the local administrating body for the elected Local Government Pension Scheme.</p> <p>To provide pay, contribution and medical retirement information for support staff pension.</p>
<b>Teaching Pension Scheme</b>	<p>To report all payroll information to the Teachers' Pension Agency.</p> <p>To provide pay, contribution and medical retirement information for teaching staff pension.</p>
<b>Auditors</b>	<p>To provide information to the College's auditors that may include personal information to allow college systems to be audited.</p>
<b>Partners</b>	<p>To provide appropriate data to allow the College to claim partnership funding i.e. ESF.</p>

<b>Organisations</b>	<b>Purpose/Service</b>
<b>Health &amp; Safety Executive</b>	To report and investigate any accidents within the workplace.  HSE inspectors, union health and safety representatives have a legal right to inspect health and safety records.
<b>Government Bodies</b>	Where we have a legal or regulatory requirement we share information with government bodies such as the police, benefit and tax inspectors, safeguarding agencies and agencies such as National Office for Statistics.
<b>The Home Office (visas and immigration)</b>	Information about your residency status to ensure you are legally working in the UK
<b>Disclosure and Barring Service (DBS)</b>	Required for all posts to assess the applicant's suitability for positions.

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

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

## **Automated decisions we take about you**

All decisions are made with human involvement, we do not use personal data to make a sole decision by automated means.

## **Your rights**

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 to ask us to delete your personal information. This will only apply under 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,;

- 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 to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format. This will be apply 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,

## Automated decisions we take about you

All decisions are made with human involvement, we do not use personal data to make a sole decision by automated means.

## Changes to our Privacy Notice

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.

## Approval & Review

Version: 0.3 Final  
 Comments: GDPR working Group  
 Date of Comments: 12 January 2022

Version: 0.3 Final  
 Approval: GDPR Working Group  
 Date of Approval: 22 March 2022  
 Next Review: January 2024

## Version History

Version	Date	Description
0.2	5 May 2020	Privacy Notice Staff
0.3	12 January 2022	GDPR working Group Minor wording updates
0.3	22 March 2022	GDPR Working Group to approve