

Title: Privacy Statement – College Staff**Type:** Statement

Purpose: To identify use, storage and deletion of information held about College staff

Scope: College staff

Responsibility: Data Protection Officer**Notice about how we use your personal information**

We are the data controller of personal information about you. We are Solihull College & University Centre. Our address is Blossomfield Road, Solihull, B91 1SB. Our Data Protection Officer is Sam Bromwich. If you have any questions about this statement or the ways in which we use your personal information, please contact our Data Protection Officer via email data.protection@solihull.ac.uk or telephone 0121 678 7046.

This privacy notice has been prepared in accordance with the UK GDPR (“GDPR”) and the Data Protection Act 2018.

This notice sets out how we 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.**

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; DofE 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 check; Check of Barred List/List 99; Pre-employment Health Questionnaire/Medical Report].

We will collect personal information from you when you are a new starter and become 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; recruitment information; photo; payroll details; gender; flexible working; exit interviews; return to work notifications; parental leave request forms; appraisal/performance; bank account number; sort code; disqualification information; sickness absences; medical information, CCTV images. Remote online meetings may be recorded and shared with other staff members as appropriate.

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;
- 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, including for marketing purposes;
- 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.

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. Information that you provide in a job application form, such as your skills, qualification and experience is held for the legitimate interest of assessing your suitability for employment.

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, physical or mental health, sexual life or sexual orientation and criminal records.

Where we process CCTV images this is in the legitimate interest of keeping our buildings and campus grounds safe and secure for you.

We are in unprecedented times due to COVID-19. It may be necessary for us to share contact and other relevant personal information as requested e.g. In the interests of maintaining public health reasons.

How long do 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 12 months.

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 6 years. Information regarding your pension should be retained for 12 years after benefits cease to be paid.

How we share your personal information

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

| Organisation / type of organisation | Purpose |
|--|---|
| Pension schemes (Local Government Pension Scheme or Teachers Pensions) | For the administration of your pension |
| Education and Training Foundation | To provide data on our workforce for the completion of the annual SIR (Staff Individualised Record), a national FE survey. |
| HM Revenue and Customs (HMRC) | To comply with our legal requirements around tax and national insurance contributions |
| Government Agencies / Public Health | To facilitate NHS Test and Trace processes in relation to COVID-19 or any other pandemic. Provide data regarding infectious diseases. |

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

| Organisation / type of organisation | Service |
|--|--|
| Independent Occupational Health Provider | To advise on employee performance, suitability, fitness, wellbeing and safety issues linked to health at work. |
| Disclosure and Barring Service | Ensuring the safeguarding of young people and vulnerable adults |
| Payroll/HR systems provider (currently Midland HR) | Externally hosting the College's Payroll and HR system |
| Microsoft | Office 365 (email and collaboration services) |

| | |
|---|---|
| Auditors | Third party assurance on College practices |
| Data Archiving Company (currently Civica) | Paper based archiving and scanning of records |

How we transfer your personal information outside of Europe

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

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 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.

Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to contact us

Please contact us if you have any questions about this privacy statement, or information we hold about you:

By email to data.protection@solihull.ac.uk or by writing to Solihull College & University Centre College, Blossomfield Road, Solihull.B91 1SB

Changes to our privacy statement

We keep our privacy statement under regular review. The current version of our privacy statement will be published on our website.

| Author | Date Created | Approved By | Last Reviewed | Next Review Date |
|--------------|--------------|-------------|---------------|------------------|
| Sam Bromwich | June 2018 | Corporation | May 2024 | May 2026 |

Publication:

Staff Hub/Intranet: Y
Website: Y
Student Hub: N