

## Staff Privacy Notice (Addendum 2)

We understand that privacy and the security of your personal information is extremely important. This statement sets out what we do with your information and what we do to keep it secure. It also explains where and how we collect your personal information, as well as your rights over the personal information we hold about you.

This policy applies to staff at The Bedford College Group (registered Bedford College), which includes the brands Bedford College, National College for Motorsport, Shuttleworth College, The Bedford Sixth Form, Tresham College and Central Bedfordshire College. It also includes any other brands we add to this group in the future.

### 1. What sort of information do we collect?

We collect a variety of personal data and special category data.

- **Personal information** data includes information such as: contact information, such as your name, username, address, email address and phone numbers; your date of birth and national identifiers (such as your National Insurance number or passport number), information about your employment.
- **Special category** information includes information such as: information about your physical or mental health, including genetic information or biometric information, information about your race, ethnic origin and religion.

Further information on how, and why we process specific types of special category data can be found in our Policy on the Processing of Special Category data and Criminal Convictions located on our policies page.

<https://bedfordcollegigroup.ac.uk/about/policies-procedures/>

We collect the following information about you:

- a) We collect personal information from you when you apply for a job with us. This will include:
  - Details about yourself including your name, address, phone number, email, date of birth, national insurance number;
  - Current employment details including job title, start and end dates, current salary, notice period, reason for leaving;
  - All past employment details;
  - Education details
  - Other personal information volunteered by you including for example your 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.
- b) We will collect personal information from you when you are a new starter and as a staff member of the College. This will include:
- Details about yourself including your name; marital status, previous surname(s); address; date of birth; occupation/department; type of employment; phone number; email addresses; national insurance 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 term 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 notification;
  - Parental leave request forms;
  - Appraisal/ performance;
  - Bank account number; sort code;
  - Disqualification information;
  - Sickness absences;
  - Medical information;
- c) We collect data about criminal convictions.
- d) We collect next of kin and contacts. For those over age 18 the information is optional.
- e) We collect your bank details, payroll details, pension information and other financial information.

- f) We take your photograph to display on your College ID card.
- g) We may capture your image on our CCTV systems.
- h) We monitor your internet browsing.
- i) We obtain your sexual orientation, gender identity and religion.

## 2. How do we collect information from you?

Most of the information above is collected directly from you via application forms and submissions on to the HR systems in operation, in person, over the telephone or face to face. However, some information such as medical information, DBS checks, pension's information and references may be collected from other organisations such as the Pensions authorities / provider, the payroll provider, Occupational Health provider or named referees.

## 3. Why do we collect your information?

The Bedford College Group collects and processes your data 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

More specifically, we collect the following data for the following reasons:

How we use your information	Legal (Lawful) Basis
Criminal convictions	As a part of our public task in order to carry out our duty to safeguard our staff and students
Next of kin and contacts	We collect this so that we can communicate with them if it is in your vital interest and as part of our public task in order to support your welfare at work.  For those over the age of 18, this information is optional.
Your bank details, payroll details, pension information and other financial information	We collect this to be able to process payment to you in accordance with the contract between us
Your photograph to display on your College ID card	We collect this as part of our legitimate interests to ensure the safety of all our students and provide you access to our facilities.

Your image on our CCTV systems	We collect this as part of our legitimate interest to ensure the safety of our students, staff and visitors, and the protection of our buildings and assets
Your internet browsing	We collect this as part of our legitimate interests to ensure the safety of our students and staff.
Your sexual orientation, gender identity and religion	We collect this as part of our legitimate interests so that we can ensure that you are not discriminated against in any way  You do however have the option not to provide this information (by using the prefer not to say option)

Should the organisation rely on consent to process any further personal information, we will inform you at the time of / as near to the point of collection. This can be withdrawn at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

#### 4. How do we use your information?

We are committed to being transparent about what we collect, how we use your data and meeting our data protection obligations.

We collect and process your personal data:

- 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 purpose;
- For carrying out our role as your employer or potential employer;

- Access catering facilities using our cashless catering system.

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.

## **5. What if I do not provide the personal information you require?**

If you do not provide the data required to meet legal obligations, we will not be able to engage you at the college and/or fulfil any contract between us.

## **6. Where do we store your personal information?**

Your personal information is stored securely in a range of different places, including HR management systems, on electronic documents within a secure network and on paper, stored in secure places and with restricted access by only those authorised.

## **7. Who has access to your personal information?**

### **7(a) Sharing data within the Bedford College Group (Internally)**

Your information may be shared internally, including with any staff from The Bedford College Group who need the data to provide services to students. This will include special categories of data where appropriate.

### **7(b) Sharing data with Third parties (Externally)**

The College will only share your data with third parties where there is a legal obligation to do so, including:

- The Local authorities, to assist them in the exercise of their responsibilities in relation to youth support and safeguarding purposes
- The Department of Education and/or the ESFA, in compliance with legal obligations of the College to provide information about our workforce as part of the statutory data collections
- Contractors such as payroll providers and HR management system providers to enable them to provide an effective service to the College and government agencies such as HMRC and DWP regarding tax payments and benefits, or performance management or CPD providing organisations
- Our professional advisors including legal and HR consultants

Where the Group receives a request from an appropriate body, we may share your personal data for law enforcement purposes, i.e. for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

Where Bedford College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, are under a duty of

confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## 8. International transfers of your personal data

From time to time we may transfer your personal information to our service providers based outside of the UK for the purposes described in this Privacy Policy. If we do this your personal information will continue to be subject to one or more appropriate safeguards set out in the law. These might be the use of model contracts in a form approved by regulators, or having our suppliers sign up to an independent privacy scheme approved by regulators.

## 9. How do we protect your personal information?

The organisation takes the security of your personal information very seriously. We have 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. Our Data Protection Policy is available to view on our website <https://bedfordcollegegroup.ac.uk/about/policies-procedures/>

## 10. How long do we keep hold of your information?

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations, for example all personal data collected and processed in respect of the operation of pension schemes. Other data will be held as long as is necessary to fulfil our duty as a college and/or to undertake relevant activity. Our Retention Policy is available to view on our website via the following link: <https://bedfordcollegegroup.ac.uk/about/policies-procedures/>

## 11. Your rights

Under the General Data Protection Regulations (GDPR) data subjects have several rights subject to certain exemptions:

- **The right to be informed:** You have the right to be informed. We will inform you of the reason for processing your data, when we first contact you.
- **The right of access:** You have the right to access the personal information that we hold about you in many circumstances. This is sometimes called a 'Subject Access Request'.

There is a form located via the following link to assist this. [Data Protection: Subject Access Request Form – The Bedford College Group \(collegeworkflows.co.uk\)](https://collegeworkflows.co.uk/Data-Protection-Subject-Access-Request-Form)

## **Subject Access Request as a Service**

We are committed to providing the information you request as part of your Subject Access Request and have procedures in place to ensure this occurs in a timely fashion. We do not have agreements in place with any third-party platforms that offer “Subject Access Requests as a Service”. As a responsible data controller of your personal information, this represents significant risks when sharing data. The right of access afforded to you, does not obligate data controllers to share data with 3rd parties. It is our policy to provide the information directly to data subjects ensuring the safety and security of the information throughout the process.

- **The right to rectification:** If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it.
  
- **The right to object:** You have the right to object to the processing of your personal data where we are relying on a legitimate interest and there is something about your particular situation, which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms. Please refer to section 3, for the lawful basis under which we process your data and section 10, for how long we retain your information.
  
- **The right to erasure:** This enables you to ask the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing and where the organisation is relying on consent or its legitimate interests as the legal ground for processing. Note, however, that we may not always be able to comply with your erasure request for specific legal reasons. Please refer to section 1, for the lawful basis under which we process your data and section 8, for how long we retain your information.
  
- **The right to restrict processing:** This enables you to ask us to suspend the processing of your personal data in the following scenarios:
  - (i) if our use of the data is unlawful but you do not want us to erase it,
  - (ii) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it,
  - (iii) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims or
  - (iv) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it. Please refer to section 3, for the lawful basis under which we process your data.

- **The right to data portability** (request to transfer): We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right may only apply to automated information which you initially provided consent for the organisation to use or where the organisation used the information to perform a contract with you.
- **The right to object to automated decision making.** You have the right to object to any decision made by solely automated means. You can ask for human intervention on any decision, to express the Group's point of view and to obtain an explanation of the Group's decision. You also have the right to challenge the decision. Where possible we will seek to comply with your request but we may be required to hold, retain or process information to comply with a legal obligation or as a public task.

Further information on you rights in respect of data protection can be found in the Data Protection Policy at <https://bedfordcollegegroup.ac.uk/about/policies-procedures/>

- **If you would like to exercise any of these rights, please contact us using the details in the contact us (section 13)**

Please Note: We will need to verify your identity before we can fulfil any of your rights under data protection law. This helps us to protect your personal information against fraudulent requests.

We will monitor future guidance from the Information Commissioner’s Office but currently undertake our own reasonable measures to verify the identity of data subjects. We would like to assure you that the protection of your data is our main concern and we are committed to providing information as part of any valid request.

For more information on your rights, please refer to the website of the Information Commissioner’s Office (ICO).

## 12. Changes to this policy

We may occasionally make changes to the Policy, in particular when there are significant changes in related legislation or in Group’s strategy. When this happens, we will place an updated version on the Group’s website and the date this has been amended.

## 13. Contact us

If you would like to:

- Exercise one of your rights as set out above, or
- Have a question regarding the way your personal information is processed

Please contact us using one of the methods below:

Email	<a href="mailto:Mydata@bedford.ac.uk">Mydata@bedford.ac.uk</a>
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Post	The Data Protection Officer The Bedford College Group, Tresham College;
	Windmill Avenue, Kettering; NN15 6ER

Should this still not be resolved, you have the right to complain to the supervisory authority – the Information Commissioner’s Office (ICO). Contact details for the ICO can be found on [www.ico.org.uk](http://www.ico.org.uk)

- If you wish to raise a concern regarding a data breach please contact:

By Email: [Dataprotection@bedford.ac.uk](mailto:Dataprotection@bedford.ac.uk)

To read our full Privacy Policy, please visit [www.bedford.ac.uk/privacy-policy](http://www.bedford.ac.uk/privacy-policy)