

Privacy Notice – Personal information about Staff, Applicants and Governors

Introduction

At South Thames Colleges Group (the Group), we are committed to protecting and respecting your privacy. This notice deals specifically with employees and applicants and is part of the General Data Protection Regulations (GDPR) policy and procedures for the Group. In the case of governors, this notice also applies to their personal information where it is collected by the Group.

The Group collects and processes personal data relating to its employees and applicants to manage the employment relationship and recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice explains when and why we collect personal information about employees and applicants, how we use it and the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to that data.

We may change this notice, if for example there is a change in legislation or a change in our data processing. Should this occur we will notify all employees and make future applicants aware of this.

What information do we hold about you and your employment?

On commencement of your employment, we will ask you to provide certain personal information about yourself to enable us to ensure that we can communicate with you, ensure that you are paid and to hold data required of us by legislation. This data is also necessary in order for the group to meet its obligations under your employment contract. This will include information such as your home address, bank details, Next of Kin, National Insurance number, Ethnicity and other equality information, salary and pension information.

How do we collect information from you?

We obtain information from you through a variety of methods and depending on whether you are an employee or recruitment candidate.

Employees: We obtain information from your original recruitment application form that is then transferred to your employee record. Throughout your employment at the college we will collect data about you from a variety of sources, such as appraisals completed, absence information from self-certificates and fit notes, changes to your employment such as a reduction in hours or a promotion.

Recruitment Candidates: We collect directly from you the information that you provide on your application form. Other information on you may be obtained from

third parties such as references, occupational health clearance and disclosure and barring certificate (DBS) if you are successful at interview.

What information do we collect from you?

The personal information we collect about you includes but is not limited to:

Personal details – name, date of birth, address

Qualifications – we record on the HR system and your file the qualifications that you have provided to us

Health details – we hold sick certificates should you have been absent from work and may also hold medical reports from your GP or Occupational health.

Equality data – we record this data to ensure that we complying with the Equality Act 2010 in offering reasonable adjustments were required and in monitoring our equality data to ensure there is no discrimination.

Financial information – this will include your current and historical remuneration as well as your bank details and any benefits you may be entitled to for example, pension, childcare vouchers.

What information do we share with third parties and why?

We share certain details relating to your employment or application for employment with identified third parties to enable us to process your data for legal and organisational reasons. These include:

Cascade and iTrent – these are the managed HR systems that the College uses to hold employees records.

Pensions – certain basic data is shared with the pension scheme relevant to your employment with the College, to satisfy the requirements of auto-enrolment and pensions regulations.

HMRC – Information is provided so that your tax and national insurance payments are correct.

DBS/E-Safeguarding – This is in order to fulfil our obligations under ‘Keeping Children safe in education’ whereby a DBS is required for new employees and also the Further Education Regulations (England) 2006. Information such as your personal details, passport details, address details are provided to E-Safeguarding in order for them to provide a DBS check for you.

Midland payroll – information such as bank details, current remuneration and any changes to your pay are provided for South Thames College and Merton College employees.

Occupational Health – Information is provided to occupational health providers such as personal details, contact details and ill health information. This is so that occupational health can provide informed advice concerning an employee’s

wellbeing and to recommend actions to support an employee during their period of absence and on their return to work.

Who has access to your information?

We will only share data internally to those that require this information and where this is necessary. This includes the HR Team, Payroll, your manager and senior managers of the college, as well as the recruitment team involved in the recruitment process.

We will not sell or rent your information to third parties.

We only share the above information with third parties where it is a requirement. We ensure that these providers protect your data by committing to only processing your data on our behalf and processing it in line with the General Data Protection Regulations.

Data we provide to other third parties, such as responses to requests under the Freedom of Information Act and compliance with our duty under the Single Quality Scheme, is anonymised so that individual staff cannot be identified.

Requests for information relating to your employment, which are not required by law, are responded to where explicit permission has been provided by yourself.

There are some situations where your information can be shared for other reasons, such as to prevent a crime or a request from the Police for your details to assist in an investigation.

How you can access and update your information?

The accuracy of your information is important to us. You can request to see your file so that you can check the contents of this and we ask that you provide at least one weeks notice.

The HR system, Cascade for employees at Kingston and Carshalton and iTrent at South Thames College and Merton, contains the details we hold for you and you can view these online and either change them online, if you are using cascade or request for them to be changed through the HR team if you are using iTrent. Access to the HR system is password protected to each employee.

Your rights

You have a variety of rights about the way we process your data as an employee or applicant to the Group:

- You can request a copy of the data we hold about you
- You may change or stop the way in which we communicate with you
- You may change or stop us processing data about you, if it is not required for the purpose you originally provided it

If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner (ICO)

Please note that you have some obligations under your contract of employment to provide us with data. In particular, for example, you are required to report absence from work and provide us with information in order to exercise your statutory rights and failing to provide this may mean you are unable to exercise your statutory rights.

Contact us

If you have any queries regarding this policy or data processing within the HR department please contact your relevant HR representative, the HR department on hrteam@south-thames.ac.uk or alternatively you can contact the Groups nominated data protection officer(s):

Chris Wright Deputy CEO	Robin Greenaway Deputy CEO
Data Protection related to:	Data Protection related to:
Finance, HR and Estates	Curriculum & Quality, Data & Systems

Other Relevant Policies:

Group Data Protection Policy