

# Staff Privacy Notice

This policy is annually reviewed to ensure compliance with current regulations

**Approved/reviewed by**

Data Protection Officer

**Date of next review**

July 2024

*This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation and Disability.*

## 1. Document Control

### 1.1. Document Details

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## 1 SCOPE

We will hold and process any personal data, including sensitive (special category) personal data, relating to you in accordance with our legal obligations, in the manner set out in the Privacy Notice for Staff and in accordance with our [Data Protection Policy](#). You should familiarise yourself with our Data Protection Policy (and all other subsidiary policies to it) and comply with them at all times. Neither the Privacy Notice for Staff nor those policies form a part of your contract of employment.

## 2 NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Boston College. Our address is: Skirbeck Road, Boston, Lincolnshire, PE21 6JF.

Our Data Protection Officer is Bivika. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Bivika, 8 Chesterford Road, London E12 6LB or [dataprotection@boston.ac.uk](mailto:dataprotection@boston.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.

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.

## 3 THE INFORMATION THAT YOU GIVE US

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

Name; address; phone number; email; date of birth; NI number; current employment details including your 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; family details; special categories of personal data such as information about the protected characteristics for the purpose of Equal Opportunities monitoring; gender; marital status; racial or ethnic origin; religious or

other beliefs; health information to make special arrangement details for interview; offences and alleged offences, criminal record details including criminal proceedings, outcomes and sentences; 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; visual images (CCTV, Photographs); Candidate Expenses Form

In addition to the above information, if you become a new starter and an employee of the College or are offered a volunteering opportunity we will also collect and process:

Start date; next of kin and contact details; bank details (bank account, sort code); pension details; statement about employment; student loan details; offer letters; employment terms and conditions; changes to your terms and conditions; certificates/qualifications; disciplinary; grievance; capability; job descriptions; trade union membership; sickness absences, maternity/paternity/adoption information; accidents and injuries at work; working time; annual leave records; recruitment information; photo; payroll details; gender; flexible working; exit interviews; return to work notifications; parental leave request forms; probation reviews; appraisal/performance; disqualification information; sickness absences; medical information; staff development and expenses form; vehicle details and travel information.

#### **4 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 and process payroll and pension
- 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.

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

## **6 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 one year after the interview has taken place.

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 an additional 10 years.

## **7 HOW WE SHARE YOUR PERSONAL INFORMATION**

We sometimes need to share the personal information we process with the individual concerned and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- current, past or prospective employers
- educators and examining bodies

- trade, employer and professional organisations
- trade unions and staff associations
- healthcare, social and welfare organisations e.g. Occupational Health
- suppliers e.g. Westfield.
- Financial organisations e.g. Banks/Mortgages or Lettings but only where authority has been given
- Survey and research organisations
- Persons making an enquiry or complaint
- Careers service
- Press and the media
- Local and central government
- Security organisations
- Police Forces, Prison and Probation Services, Courts and Tribunals
- Suppliers and service providers

Boston College processes personal data in order to fulfil contractual obligations such as:

- Education and Skills Funding Agency (ESFA)
- Office for Students (OfS)
- Lincolnshire County Council (LCC)
- Pension Authorities and Administrators of
- Exam Boards
- Healthcare, social and welfare organisations
- Police forces, courts and tribunals
- Local and central government
- Office of National Statistics (ONS)

## **8 HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE**

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

## **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 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.

## **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 via the College newsletter.