



Wirral Met College

Privacy Notice for Staff

Notice about how we use your personal information

We are the data controller of personal information about you. We are Wirral Met College. Our address is: Conway Park Campus, Europa Boulevard, Birkenhead, Wirral CH41 4NT

1. Our Data Protection Officer is Will Jerram – Assistant Principal MIS. 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 Conway Park Campus, Europa Boulevard, Birkenhead, Wirral CH41 4NT.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("**GDPR**") and the Data Protection Act 1998.

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 which will include such information to assist us with processing your job application and potentially employing you. This information is set out in the application form that you complete together with any CV's, letters or supporting information you choose to provide.

We will collect personal information from you when you are a new starter and become an employee of the College. This will be provided by you on the College's standard starter forms. The College will not seek to collect and store additional information without your knowledge with respect to your employment.

We will also collect personal information from you during your employment for the purposes of your effective management and to fulfil the contract terms of employment between you and the College or the College's legal obligations in respect of your employment.

THE USES MADE OF YOUR PERSONAL INFORMATION

We will use your personal information set out above as follows:

- for the recruitment and employment 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;
- for compliance where necessary with college contracts for delivery to students. For example, providing names and job titles of staff members supporting particular students;
- for the purposes of providing any references that you may request from us once your employment is about to or has terminated.

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.

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).

We may also collect your special category personal information in order to process any payments you may wish us to make on your behalf, for example trade union membership fees.

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 six 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 the duration of your employment, plus six years.

You should note that after this retention period it may not be possible for the College to provide you with a reference.

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:

HMRC or other such government body(ies) and the College's Payroll provider
Wirral Payroll and Resources

Purpose:

To process your salary and to comply with legal obligations with regards to processing your salary and any other taxation or legally obliged payment such as court ordered payments or any such legal employment requirement such as gender pay gap analysis.

Organisation / type of organisation:

The College's solicitors, Eversheds Sutherland and Irwin Mitchell

Purpose:

To obtain advice and deliver instruction with respect to employment legislation in relation to your employment at the College

Organisation / type of organisation:

The College's auditors, RSM Risk Assurance Services/Any such audit body which would have a right to review payments and employment terms

Purpose:

To audit the College's accounts or audit any claims the College may have made during the course of its operations where such auditors would wish to review payroll/employment data.

Organisation / type of organisation:

Any legal body set up for the purposes of reviewing/vetting rights to employment within the sector where there is a legal obligation upon the College to inform such body of your employment or actions within the College.

Purpose:

To comply with the College's legal obligations with respect to safeguarding of students.

Organisation / type of organisation:

Such bodies as might require information with respect to the College's delivery of contracts/education for students.

Purpose:

To comply with the College's contractual requirements with respect to its contracts. For example the provision of names of individuals undertaking specific designated work on a College contract including their job titles and such information as reasonably required for the purposes of delivering that contract.

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

Organisation / type of organisation:

The College's Pension providers, Teachers' Pension Scheme and the Local Government Pension Scheme

Purpose:

To provide support and administration of pensions to support our employment contract with you.

Organisation / type of organisation:

The College's Occupational Health provider, Medigold (and other medical advisors) where information is required for the purposes of preparing or obtaining medical information before any required consents to be obtained from you.

Purpose:

To be able to obtain any necessary occupational health and medical advice to support our employment contract with you.

Organisation / type of organisation:

The College's Human Resources Information System (HRIS) provider, Midland HR,

Purpose:

To collect, store, maintain and manage your personal and role information to support our employment contract with you.

Organisation / type of organisation:

Any employment agency you may have contracted with for the purposes of providing services to the College

Purpose:

The College may at some subsequent date, for example in connection to a finder's fee, have to provide relevant employment information to such agency in connection with your employment.

HOW WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS

We monitor use of the College's equipment, computers and what websites you go on when you are browsing the internet as per our staff ICT policy. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment appropriately.

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.

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 by email.

May 2018