

Privacy Notice for Staff

How we use your personal information

Purpose -

We process personal data relating to those we employ to work at, or otherwise engage to work at the college. We also process data for prospective applicants during the recruitment process and retain it for successful applicants. This is for employment purposes to assist in the running of the college and/or to enable individuals to be paid.

What information do we collect –

This personal data includes identifiers such as:

- Personal Details - contact details
- Banking Details
- Pension Information
- Selection and Interview Records
- Protected characteristics
- Employment details – past and present
- Absence information
- Performance management.

Please note, this is not an exhaustive list of information that we collect.

We are also required to collect and use information that is given additional protection under GDPR, for example:

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments
- Criminal Convictions that are declared.

While the majority of the information that we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will always make it clear whether this is mandatory or optional.

How is the information collected -

The information is collected primarily during our recruitment process via paper or electronic means.

How long will recruitment data be kept for –

Recruitment data for unsuccessful applicants will be kept for 6 months after the recruitment process. Recruitment data for successful applicants will be kept for the duration of their employment and 6 years after leaving.

Why do we collect the information –

We collect this information for some, or all, of the reasons below:

- improving the management of workforce data
- enabling development of a comprehensive analysis of our workforce and how it is deployed

- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to help the college meet its statutory under the Public Sector Equality Duty (PSED).
- To ensure that you are paid via our payroll system
- To maintain a safe environment for our students
- To enable you to take part in appropriate training and professional development.

The legal basis for using this information:

Depending on the purpose, our use of your information will be legal due to one of the following:

- To meet the terms of a contract e.g., recording the amount of annual leave you have taken
- Informed consent given by you [Article 6(1)(a)] E.g., the use of banking information in our payment service
- To meet a legal requirement [Article (6)(c)] e.g., providing information to HMRC
- To protect the vital interest of you or someone else [Article (6)(d)] e.g., giving your contact details to emergency services.

How do we store your information –

The College stores information about staff manually in secure filing cabinets, on the College's computer network, and on web-based services. Access to computerised data is restricted to those individuals about whom the record is stored, appropriate staff, and is password protected.

Who will your data be shared with –

At times, we will share your personal data with other organisations and people. We only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates, and representatives of the person whose personal data we are processing, who are authorised to receive the data.
- Local authorities
- HMRC
- The Department of Education
- Police forces and Courts
- Our suppliers and service providers.

The college will protect your data by entering into a sharing agreement with the provider that ensures your privacy and data security.

How long do we keep your records -

We retain your personal data for different lengths of time, depending on statutory requirements, and the purpose for which the data was collected. For example:

- Your personnel file is retained for 6 years after the date of employment.
- Annual appraisals are kept for the current year and then for 5 years.
- Records of any accident you have at work are kept for 12 years after the incident.

Our use of CCTV -

Whilst you are using college premises, we may use CCTV Surveillance equipment to collect imagery for security purposes.

The college uses CCTV to maintain your safety and the prevention and detection of crime.

Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

Any images recorded will be kept within the college except where disclosure is required by law, for example law enforcement agencies or in response to a subject access request.

For further information, please find our CCTV policy that can be located on our website.

Your rights in relation to the data we hold –

Subject Access Request (SAR) – you may request copies of all the information the college stores relating to you. Please refer to our SAR Policy on how to proceed with this.

We will provide the data requested within one calendar month of the request.

Right to correct data – you may ask for inaccurate data held by the college to be corrected, where applicable.

Right to erasure (the right to be forgotten) – you may request the college to delete all information relating to you where the data is no longer needed for its original purpose, and the college is able to comply with this request.

Right to restrict processing – where possible, while still complying with our duties as a college, you may request that the information we store is strictly limited in use. In this circumstance we will not pass on any information to third parties other than the statutory bodies described in this document.

Right to data portability – you may ask to receive a copy of all information held by the college in a common format to allow transfer to another organisation.

Right to object – you may object to our use of certain personal data.

Right to complain – you have the right to complain if you believe that the college has used your data in a manner that has infringed your rights. This can be directly to the college in which case we will do all we can to satisfy the complaint, alternatively, a complaint can be made directly to the Information Commissioners Office.

To exercise any of these rights please contact the 'Data Protection Officer' in writing using the address at the end of this document.

To raise a concern with the Information Commissioners Office please access the following web page - <https://ico.org.uk/concerns>

Staff Development

At times the College will share your personal details with external training providers for the purposes of staff development. Provision of your data is for your benefit in developing your skills and knowledge and the Colleges benefit in developing its workforce.

Identity and Contact Details –

Data Protection Officer – Bill Harrop, Director of Human Resources.

Tel: 0151 252 3959

email – bill.harrop@liv-coll.ac.uk

HR Data Protection & Information Coordinator – Samantha Dunbar.

Tel: 0151 252 3223

email – samantha.dunbar@liv-coll.ac.uk