

Privacy Notice about how we use your personal information

We are the data controller of personal information about you. We are: Shrewsbury College. Our address is:

Shrewsbury College,
Priory Road,
Shrewsbury,
Shropshire.
SY1 1RX

Our Data Protection Officer is Mark Brown, Vice Principal – Quality, Apprenticeships & Information. 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:

Shrewsbury College,
London Road,
Shrewsbury,
Shropshire.
SY2 6PR
dpo@shrewsbury.ac.uk
01743 653000

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018, as amended from time to time.

This notice sets out what personal information is collected and stored as your employer, or potential employer and how it is used.

The information that you give us

When you **APPLY** for a job with the College we collect and store the following information:

Name; address; phone number; email; date of birth; DofE number; NI number; current employment details including 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; special arrangement details for interview; criminal record details; Disclosure Barring Service (DBS) check, including relevant overseas checks where applicable; Prohibition from Management check; Prohibition from Teaching check; Check of Barred List/List 99; digital recordings of you and your voice.

When you are **APPOINTED** and are **EMPLOYED** by the College we collect and store the following information

Name; marital status; previous surname(s); address; date of birth; occupation/department; type of employment; phone number; email addresses; NI number; start date; next of kin and contact details; bank details; pension details; statement about employment; offer letters; employment terms and conditions; changes to your terms 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 notifications; parental leave request forms; appraisal/performance; bank account number; sort code; disqualification information; sickness absences; medical information; digital recordings of you and your voice.

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 payroll and pension and to reimburse expenses;
- for dealing with HMRC;
- for communicating with you, including updates relating to college activity;
- for carrying out our role as your employer or potential employer;
- the recording of online or blended delivery to students during teaching activities, to be shared with students for catch-up and revision purposes.

We treat your personal information with confidentiality and we do not use it for purposes outside those described in this notice.

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).

Where we process information relating to criminal convictions or offences, we do so in accordance with Data Protection Laws and only where there is a clear legal basis.

In circumstances where it is necessary for the College to share special category personal information with a third party, e.g. Occupational Health Provider, the College will ensure there is an appropriate legal basis before sharing such information.

Digital recordings are collected on an appropriate legal basis. Recordings of teaching are not automatic, the teacher themselves must initiate the recording thereby providing their consent.

Recording in other contexts such as recording of interviews will be administrated by the College, individual candidates will be informed and have the right to decline to be recorded.

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 12 months from the date of application.

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 60 years after leaving the employment of the College in line with our Data Retention Policy

Digital recordings are maintained for the duration of the course, for use by students enrolled to the course.

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	Purpose
HMRC	To facilitate the collection of income tax and national insurance contributions
Local Government Pension Scheme	To maintain pension records and pay over contributions
Teachers Pensions Scheme	To maintain pension records and pay over contributions
Disclosure and Barring Service (DBS)	To carry out criminal record checks for safeguarding purposes

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

Organisation/Type of Organisation	Purpose
Barclay's Bank	Payment of remuneration, i.e. salaries and expenses.
Occupational Therapy Services	To support medical assessment of your employment needs. This is only done with your consent.

How we transfer your personal information outside UK

We do not routinely store your personal data outside the United Kingdom.

Automated decisions we take about you

The College does not currently carry out automated decision-making that produces legal or similarly significant effects on staff.

The College may use electronic systems, including data analytics and digital tools, to support workforce administration and management. These systems assist decision-making but do not replace human judgement in decisions that significantly affect individuals.

If the College introduces automated decision-making of this nature in the future, it will only do so in accordance with data protection law. This includes ensuring appropriate safeguards are in place and that individuals have the right to request human intervention, express their views, and challenge decisions.

YOUR RIGHTS

You have a number of rights over your personal information, which are:

- the right to raise any concerns with the college in the first instance about how we use your personal information.
- 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, based on reasonable and proportionate searches;
- 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 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 NOTICE

We keep our privacy notice under regular review and will update it from time to time to make sure it remains up-to-date and accurate.