

How we use your personal information

What information do we need?

The College collects personal information during the course of your employment most of this you will provide to the College yourself during your recruitment, other is collected during the course of your employment from a number of sources, the College collects the below personal data:

- ✓ Your contact details and personal characteristics (i.e. ethnic origin)
- ✓ Your employment status and history
- ✓ Qualifications, skills and experience
- ✓ Sickness absence records
- ✓ Support needs and other information to allow us to make reasonable adjustments
- ✓ Training records
- ✓ Appraisal information
- ✓ Disciplinary information
- ✓ References from previous employers
- ✓ DBS information and details of any criminal convictions/cautions/reprimands

What we do with your data

The College processes your data for several purposes:

- ✓ To process the payroll to ensure payment
- ✓ To monitor your employment as per the College's policies and procedures

Where do we keep your data?

- ✓ The information we collect about you is used by our staff in the UK.
- ✓ The data is stored in our electronic Payroll/HR information systems with servers based in the UK, the College HR shared area, and hard copies on personal files stored in locked filing cabinets in the HR Department Offices

How long do we keep your data?

- ✓ We are required to keep some information for a set amount of time, mainly for legal reasons
- ✓ Full details on how long records are kept can be found in the College archive policy in the Policy folder on the College shared area.

Who will we share your information with?

- ✓ We may share data about you with certain other organisations, including: the Department for Education (DfE), Department of Work and Pensions, HM Revenue & Customs (HMRC), Awarding bodies, Ofsted, the Disclosure and Barring Service, and the relevant Local Authorities.
- ✓ We will not give information about you to anyone without your consent unless the law and our policies allow us to do so.

What are your rights?

- ✓ If you do not think the information we have about you is correct you can request to see this information and even have it corrected or deleted.

- ✓ Under certain conditions you have the right to have your personal data erased.
- ✓ You have a right to data portability, allowing you to move, copy or transfer your personal information from one system to another
- ✓ If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.
- ✓ If you are not satisfied with our response, or think we are not using your information in accordance with the law you can complain to the Information Commissioner's Office (ICO).
- ✓ Full details of your rights can be found in the Data Protection policy including instruction on the process of exercising your rights.

Contacting us

- ✓ If you would like more information on how we collect, store, share and process your personal data please contact the College's Data Protection Officer, via email at data.protection@tynecoast.ac.uk