

Privacy Notice for Staff

How we use college workforce information

Woodhouse College uses your personal information because it is or may become your employer. We use applicant information for our recruitment processes and some of the information you give us at this stage will become part of your personal data as an employee if you are appointed. On appointment, the College asks for proof of your qualifications and collects further details from you in relation to our responsibility for safeguarding young people, issuing your contract, paying your salary, and aspects of your welfare, health and safety. We monitor the work of our staff and how that develops over time so we record information about the roles you undertake for the College and how you perform in them through probationary and appraisal systems. We record the professional development you undertake, any formal communications you make with us and any absences from work. This information will form the basis of a reference should you ask us to provide one for you.

This notice gives you more information about how the College collects, stores, processes and shares your data.

The categories of college workforce information that we collect, process, hold and share include:

- personal information (such as your name, employee or teacher number, national insurance number, copies of documents which we use to confirm your identity and proof of address)
- special categories of data including information about your personal characteristics such as your gender, age, ethnic group
- your DBS (Disclosure Barring Services) disclosure number and date of clearance in our Single Central Record
- contract information (such as start dates, hours worked, post, roles and salary information)
- your bank details
- a photograph of you for your ID badge and staff gallery
- further photographs you let us use to communicate the work of the College and for marketing purposes
- work absence information (such as dates of absences and reasons, including annual leave)
- medical, health and occupational health information
- fitness for work notes and self-certification forms
- personal risk assessments, action plans and follow up notes
- maternity certificates
- your qualifications achieved prior to your employment if these are a requirement of the job, and those you tell us about subsequently
- the continuing personal development (CPD) you undertake during your employment
- visits you undertake as part of your employment

- dietary and medical requirements usually in relation to day visits and residential trips
- your driving licence details if you drive a College vehicle
- appraisal and performance management records
- documents regarding any disciplinary or capability proceedings
- detail concerning the roles you undertake and your timetable where relevant
- a record of any books and other resources you borrow from the College
- a record of expenses you claim
- a copy of any references about you and those we provide for you
- pension-related documents and records
- information you tell us about yourself during your employment such as any criminal convictions (that are not part of a DBS check)
- any other formal, written correspondence you make with the College as your employer or which we make with you
- some of what you write as part of the work you do such as emails or printed information

Why we collect and use this information

We use college workforce data to:

- inform staff recruitment decisions
- build and maintain an accurate picture of your work
- inform the development of recruitment and retention policies
- ensure you are paid, including deductions for pensions and taxes
- ensure the safeguarding of our students
- assess the College's effectiveness overall and the work of its various departments and faculties
- plan future developments and priorities as well as strategic and financial planning
- monitor and manage staff performance so that it reflects College priorities and targets
- be a responsible employer such as for staff health and safety
- plan and resource CPD
- publicise and explain the work of the College
- organise teaching and other functions
- track the deployment of resources such as funds, books and IT equipment
- respond appropriately when there are disciplinary and capability issues
- enable you to apply for and progress on to other roles and opportunities

The lawful basis on which we process this information

We process this information which is deemed personal data and special categories of data under GDPR 2018, Article 6, for at least one of the following reasons:

- a) **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- b) **Contract:** the processing is necessary for a contract we have with you

- c) **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
- d) **Vital interests:** the processing is necessary to protect someone's life.
- e) **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- f) **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

We collect sensitive personal data under GDPR Article 9e for equal opportunity monitoring.

Storing this information

We hold your data securely on the College's databases and on paper in a locked environment. We retain staff applicant data for six months after the application process has finished so that we can effectively deal with re-applications. We hold college workforce data for the duration of your employment at the College and for six years following the year you leave the College's employment. In the event of a civil courts claim, records can be requested dating back six years after you have left employment under the Limitation Act 1980.

Who we share this information with

We may share your information with:

- Software for People – payroll provider
- Teachers' Pension Service
- Local Government Pension Service – support staff pension provider
- Strictly Education – DBS registered body
- Alps and the SFCA (Six Dimensions) for student progress analysis
- Kiddivouchers – childcare voucher provider
- Tucasi and the College caterers
- Educational-related services and tools such as MyMaths, MEI, Unifrog, Google for Google Classroom and Microsoft for Office 365

We may disclose personal information to the police or the Department for Education Teaching Regulation Agency in relation to investigations which involve staff members.

Where Woodhouse College uses proprietary software subscriptions to process personal data on its behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Why we share college workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. The main reasons we share workforce data are:

- for salaries and other reimbursements to be paid
- for pension contributions and other salary deductions to be made
- for safeguarding reasons and to enter and exit the site
- to organise and assess the work of the College using proprietary IT systems and to enable staff to retrieve relevant information from those systems
- to enable staff to borrow resources such as those in the Library
- to enable staff to make payments when they need to such as to use the canteen
- to enable staff to access systems and facilities which help them with their work

Requesting access to your personal data

Under data protection legislation, you have the right to make a formal request to access information that we hold about you. To make an access request for your personal information, contact Beth Yap, Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- have inaccurate personal data rectified, and, in certain circumstances, data can be blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Contact

If you have any questions or would like to discuss anything in this privacy notice, please contact:

Beth Yap
Data Protection Officer
Woodhouse College
Woodhouse Road
Finchley
London N12 9EY

020 8445 1210

dpo@woodhouse.ac.uk