

# Privacy Notice for Potential, Current and Past Employees and Volunteers

## How we use your personal information

We are the data controller of personal information about you. We are East Coast College and our address is St Peters Street Lowestoft, NR32 2NB.

Our Data Protection Officer is Tom Bright. If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer at St Peters Street Lowestoft, NR32 2NB or [dataprotection@eastcoast.ac.uk](mailto:dataprotection@eastcoast.ac.uk)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

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 to work or volunteer with us. This will include your:

- name
- address
- phone number
- email
- date of birth
- DfE 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 check, including European Economic Area (EEA) check
- Prohibition from Teaching/ Barred List/List 99 checks
- Pre-employment Health Questionnaire/Medical Report

We will collect personal information from you when you are a new starter and become an employee or volunteer of the College.

This will include your:

- 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
- pension details
- student loan details
- 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
- photograph
- payroll details
- gender
- flexible working

- exit interviews
- return to work notifications
- parental leave request forms
- appraisal/performance
- bank account number
- bank account name
- sort code
- disqualification information
- sickness absences
- medical information
- trade union membership

## **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 and pre-volunteering 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
- publicising the College's activities
- for carrying out our role as your potential, current or past employer

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**

For employees 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. For employees and volunteers 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).

## 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. Details of how long we keep each type of information can be found in the College's retention schedule.

## 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:

- a) HMRC
- b) HSE
- c) Lovewell Blake
- d) Norfolk County Council
- e) Midland HR
- f) Suffolk Local Government Pension Scheme
- g) Norfolk Local Government Pension Scheme
- h) Teachers' Pension Scheme
- i) Eyecare Plans
- j) Sodexo
- k) Wrightway Health
- l) Computershare
- m) Big Lottery
- n) Department of Work and Pensions

### Purpose:

- a) Taxation and National Insurance collection
- b) Reporting of accidents at work
- c) Payroll processing
- d) Payroll procession (L6FC)
- e) Payroll processing
- f) Pension arrangements
- g) Pension arrangements
- h) Pension arrangements

- i) Eye test vouchers
- j) Employee assistance programme
- k) Healthcare benefits
- l) Childcare vouchers
- m) BBO project funding compliance
- n) BBO project funding compliance

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

**Organisation / type of organisation:**

- a) Counselling services
- b) Employers and other professional organisations
- c) Auditors
- d) Exam Bodies
- e) Trade Unions
- f) Banks

**Service:**

- a) Employee counselling
- b) Provision of references
- c) Auditing of the College's activities
- d) Provision of proof of experience and qualifications
- e) Provision of assistance and services to members
- f) Payment of salaries

## How we transfer your personal information outside 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
- 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 employees by email and will be displayed on the College intranet and website.

This document can be provided in a larger font, electronically or to meet another accessibility requirement on request.

**Version 8 – August 2019**