

## Privacy Notice: Employees and Workers

Huddersfield New College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

### The Data Protection Act 1998 and General Data Protection Regulation 2018

#### Why do we collect information about you?

Huddersfield New College needs to collect and process personal data relating to those we employ, or otherwise engage, to work with us. This data collection is for employment purposes to assist in the running of the College, to enable individuals to be paid and to fulfil statutory requirements. The collection of this information will benefit our employees by:

- Improving the management of workforce data across the organisation
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling equality and diversity monitoring in order to cater for and appropriately support a diverse workforce.

#### Information we collect and the methods of collection

Information may be collected through paper or online forms and systems, including the Disclosure and Barring Service (DBS), to obtain necessary criminal records checks, by telephone, email, CCTV or by a member/members of staff.

The personal data we collect and process includes identifiers such as names and National Insurance numbers, and protected characteristics (as defined in the Equality Act 2010) including sex, age, disability and ethnicity, alongside employment contracts and remuneration details, qualifications and absence information.

#### How we use your information

Huddersfield New College will use the information you provide in a manner that conforms with the Data Protection Act 1998, the General Data Protection Regulation 2018 and the Human Rights Act 1998. The College will normally obtain consent from our employees/workers and process data fairly, in accordance with the relevant legislation, and ensuring compatibility with the purpose for which the data was collected.

When collecting or otherwise processing personal information, the College also adheres to the following policies/procedures:

- Recruitment and Selection Policy and Procedure
- IT Acceptable Use Policy
- Data Protection and Freedom of Information Policy
- CCTV Policy

#### Information sharing with other organisations

We will not share information about you with third parties without your consent unless obliged and/or allowed to do so by law. Sometimes the College needs to pass your information to other people and organisations that process the data on our behalf, for example, pension scheme administrators. These

## Privacy Notice: Employees and Workers

providers are known as 'data processors' and they are contractually obliged to keep your details securely and use them only to provide particular services to you or the College in accordance with our instructions.

The College may also share certain information with other bodies that are responsible for auditing or administering public funds including the College's auditors, the Department for Work and Pensions, and HM Revenue and Customs.

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

### CCTV

The College has installed CCTV systems throughout the campus for the purposes of public and staff safety, and crime prevention and detection. In all locations signs are displayed notifying people that CCTV is in operation and providing details of who to contact for further information about the system.

We will only disclose CCTV images to others who intend to use the images for the purposes of public and staff safety and crime prevention and detection, or where disclosure is legally required. CCTV images will not be released to the media for entertainment purposes, or placed on the internet.

### How we protect your information

The College takes the management of personal data seriously and it does this in compliance with the relevant legislation. Every effort is made to ensure the security of your personal data. However, the College cannot guarantee that information will never be shared or even stolen, despite the College's best practices and intentions.

The College aims to be non-intrusive and we will not force you to answer irrelevant or unnecessary questions about your personal data. The College aims to operate a principle of data minimisation, which means keeping, subject to reasonable tolerances, only the personal information that is needed to achieve the purposes for which it was collected.

The College ensures that data handlers, e.g. members of the Human Resources, Finance and Management Information Systems teams, are appropriately informed and trained in handling sensitive personal information.

The College will endeavour to keep your information accurate and up-to-date. Employees are able to update some elements of their personal data via the HR self-service function of the HR Database, including personal information and equal opportunities monitoring information. Employees are encouraged to review their online details at twice yearly to ensure the information is accurate and up-to-date.

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data, for example:

- Employment records will be retained for a period of seven years after the employment has ended
- Financial records will be retained for a minimum period of seven years from the end of the financial year to which they relate
- Your information will be recorded on the Single Central Record (SCR) whilst you are an employee of the College and will be removed from the SCR once your employment ends



## Privacy Notice: Employees and Workers

Further information regarding retention periods for particular types of data/information can be obtained from our Data Protection and Freedom of Information Policy.

### Your rights

You have the right to request that the College stops processing your personal data in circumstances in which that processing is likely to cause substantial and unwarranted damage or distress. You may also request that the College stops processing data where you think that the College is in breach of its promises to you, or you wish and are able to withdraw consent. However, please be aware that in such circumstances this may cause delays with, or prevent us from, delivering a service to you.

The College will, as far as reasonably practicable, seek to comply with your request. However, there may be circumstances in which this is not possible, for example, if we are required to hold or process information to comply with a legal requirement or to provide services to you.

You are legally entitled to request access to any information about you that we hold. To do so you must make a Subject Access Request in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018.

Subject Access Requests must be made in writing to the Senior Director of Human Resources.

We try to ensure that any information we hold about you is correct. There may be situations in which you find the information we hold is no longer accurate and you have the right to have this corrected. In such cases please contact Human Resources in the first instance in order to discuss the required changes and for these to be implemented.

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
- In certain circumstances, have inaccurate personal data rectified, 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 in which we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Further information

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

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| ○ Senior Director of Human Resources | Lisa Paddon  |
| ○ Email address                      | <a href="mailto:l.paddon@huddnewcoll.ac.uk">l.paddon@huddnewcoll.ac.uk</a>     |
| ○ Telephone number                   | 01484 652341   |
| ○ Data Protection Officer            | Claire Coupland  |
| ○ Email address                      | <a href="mailto:c.coupland@huddnewcoll.ac.uk">c.coupland@huddnewcoll.ac.uk</a> |
| ○ Telephone number                   | 01484 652341   |



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### Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.