

**STAFF PRIVACY NOTICE**

Gateway College is committed to protecting the privacy and security of personal data.

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

Our Data Protection Officer is the Vice Principal (Resources). If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer.

This notice sets out how we use your personal information as your employer and in particular:

* the information that you give us;
* the uses made of your personal information;
* how we share your personal information;
* the legal basis on which we collect and use your personal information;
* how long we keep your personal information;
* your rights over your personal information;
* how to request access to your personal data;
* contact details;
* how we protect your data.

**THE INFORMATION WE COLLECT**

Gateway College collect the following categories of information:

* personal information, i.e. name, current address, telephone numbers, email address, date of birth, Teacher reference number, NI number, next of kin details.
* details of your previous employment including job title, start and end dates, notice period, reason for leaving.
* details of your educational history and qualifications including grades;
* special category information such as gender, marital status and ethnicity;
* confirmation of your right to work in the UK, nationality and residency;
* information about medical or health conditions and/or disabilities;
* financial information - bank account details which are shared with our external payroll provider, pension details shared with Teachers’ Pensions and the Local Government Pension Scheme, student loans information shared with external payroll provider.
* records in relation to probation, annual appraisal and training;
* sickness and other absence information;
* job descriptions, contracts of employment, information about contract changes, annual leave records;
* correspondence between the employee and the College;
* references between the College and a third party on behalf of the member of staff;
* records of grievances, capability and disciplinary proceedings;
* maternity, paternity or adoption information.

**HOW WE USE YOUR PERSONAL INFORMATION**

We will use your personal information set out above as follows:

* for payroll and pension purposes;
* carry out statistical analysis;
* for safeguarding students;
* CCTV and other electronic means such as barrier/identity card records;
* monitoring absences in line with the staff sickness and absence management policy;
* for dealing with HMRC government tax and national insurance requirements;
* reviewing staff performance;
* for carrying out our role as your employer;
* for medical purposes e.g. medical diagnosis, provision of health/care treatment.
* when it is necessary to protect your or another person’s vital interests.

We treat your personal information with confidentiality and we do not use it for any other purposes.

**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:

* Protocol Education for DBS checking;
* East Midlands Shared Services for payroll processing;
* Leicestershire Local Government Pension Scheme (Corporate Staff);
* Teachers’ Pension Scheme (Teaching Staff);
* Claire Jardine Occupational Health Service for medical referrals;
* Her Majesty’s Revenue and Customs (HMRC);
* National Statistics Office;
* Ofsted;
* Mortgage lenders and lettings agents for confirmation of employment/salary;
* Department for Education for prohibition order checks;
* Education & Skills Funding Agency.

We may share information with College auditors upon their request.

We also provide information to other organisations with a legitimate interest e.g. providing references, salary sacrifice scheme providers.

When we share your personal information with a third party, it will usually be encrypted and password protected or exchanged through a secure portal.

**THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION**

Gateway College collects and processes your personal information to fulfil our contractual obligations, for the performance of our business as a sixth form college and under our legal obligations.

**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.

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 seven years.

**HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE**

The College may transfer personal data outside the European Economic Area to other countries on the basis that such countries are designated as having an adequate level of protection or that the organisation receiving the information has provided adequate safeguards.

Currently the college transfers your data to three companies who operate outside of the European Economic Area:

* OfficeVibe – To collect and analyse staff engagement data
* Atlassian – To provide support services such as IT support
* SuperHuman – To provide an email client to staff who manage large volumes of email

These companies have detailed privacy policies and notices and demonstrate that they have adequate security measure in place including:

* Confirmation that data will not be sold, rented, or traded to any third party
* Encryption of data in transit and a security design intended to prevent any compromise of data

Links to these Policies can be found below.

* OfficeVibe Privacy Notice - https://officevibe.com/privacy
* OfficeVibe GDPR Commitment - https://officevibe.com/gdpr
* OfficeVibe Data Processing Addendum - https://officevibe.com/data-processing-addendum
* Atlassian – Privacy Policy - https://www.atlassian.com/legal/privacy-policy
* Atlassian – GDPR - <https://www.atlassian.com/trust/privacy/country/europe-and-gdpr>
* SuperHuman – Privacy Policy - <https://superhuman.com/privacy>
* SuperHuman – Data Processing Addendum - https://superhuman.com/dpa?ref=blog.superhuman.com

**YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

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

* 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 format; and
* 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/>);

Gateway College will not always need consent to use your personal information such as when required to meet regulatory requirements.

**REQUESTING ACCESS TO YOUR PERSONAL DATA**

You have the right to request access to the information that we hold about you free of charge. However, if the request is for an excessive amount of information we may charge a reasonable fee. To make a request for your personal information, please contact the Data Protection Officer.

**CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review and this will be available on Sharepoint, the College intranet.

**PROTECTING YOUR DATA**

Gateway College has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The College takes the protection of your data extremely seriously.

**CONTACT DETAILS**

If you have a concern about how Gateway College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner’s Office at:

**http://www.ico.org.uk/concerns**

**Write to us:** Data Protection Officer

Gateway College,

Colin Grundy Drive

Hamilton

LEICESTER

LE5 1GA

**Call us:** 0116 2744 500

**Email us:** admin@gateway.ac.uk