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| **Data Privacy Statement** |  |
| Employees |



Trafford College Group is committed to protecting your privacy. This privacy statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. Trafford College Group is the controller of all personal information held by our Colleges, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

This privacy notice concerns employees, workers and contractors of the Trafford College Group.

We may collect, use and share your personal information in order to meet our obligations as an employer and provider of education.

**What data do we collect and use?**

The categories of personal information that we collect, hold and share include:

* Personal information (including name, date of birth, address, home and mobile telephone numbers, personal e-mail address, bank account details, national insurance number, emergency contact details, photographs, your nationality and your country of birth);
* Contract information (such as your start date, your salary history and current salary, terms and conditions of employment, income tax and national insurance contributions, membership of pension schemes, other employment benefits);
* Employment information (includes attendance records, disciplinary records, performance management information, records and training records, and data created in the course of your duties);
* Skills and experience information (details you provided as part of your application to join us, your CV, details of your employment history, references provided by previous employers, results of selection tests and notes made at the selection activities you took part in).
* Records relating to your use of our IT networks;
* CCTV recordings and images.

We may also collect, store and use information about you that falls into ‘special categories’ of more sensitive personal data. This includes information about:

* Characteristics (including whether you have a disability, your gender, your race or ethnicity, your religion or belief, your sexual orientation, the languages you speak);
* Medical information (doctor contact details, relevant medical conditions, the pre-employment medical questionnaire which you completed upon induction, fit notes received from your doctor and reports from our Occupational Health provider);
* Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold.

The majority of the personal information you provide to us is needed for us to meet our obligations as an employer. Failure to supply such information may mean that we are unable to fulfil our contract of employment with you. Some information is provided by you on a voluntary basis, for example information concerning your personal characteristics.

We will inform you whether you are required to provide certain information to us or if you have a choice in this. Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

**Why do we collect and use your information?**

We use your personal information to:

* Facilitate the execution of your duties in the role for which you are employed;
* Comply with the law regarding data sharing;
* Protect against and assist prevention of fraud;
* Comply with our contractual obligations;
* Pay you for the work you have undertaken;
* Deduct income tax and national insurance contributions and remit them to Her Majesty’s Revenue and Customs (HMRC);
* Deduct pension contributions and remit them to the pension scheme of which you re a member.
* Enable the development of a comprehensive picture of the workforce and how it is deployed
* Enable assessment and improvement of the workforce;
* Inform the development of employment policy and strategy;
* Safeguard students and other individuals
* Ensure safe working practices
* Ensure equal opportunities
* Further the aims of the Trafford College Group
* And where we feel disclosure is necessary or appropriate in connection to an investigation, suspected or actual illegal activity

We rely on the legal reason (basis) of article 6b – contract, article 6c – legal obligation and article 6f - legitimate interests from UK data protection law and the GDPR for the processing of information our employees and their employment. Please ask the Data Protection Officer if you would like to understand more about this.

**How long is your data stored for?**

We store your information securely and in line with our Data Protection Policy and associated procedures. We retain employee information for the following periods after your last date of employment:

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| Personal information and characteristics | 6 years |
| Bank details | 6 years |
| Employment information | 6 years |
| Skills and experience information | 6 years |
| Contract information | 6 years |
| Payroll and pensions information | 25 years |
| Medical information | 6 years |
| Records of safeguarding checks | 7 years |

We are required to hold safeguarding case records for a longer period of time and, on some rare occasions, your personal information may be included in these records and therefore held for up to twenty five years.

**Will your information be shared?**

We routinely share your information with:

* Pension providers
* Solicitors
* Our occupational Health provider
* HMRC
* Courts and Tribunal Service
* Department of Work and Pensions
* Auditors
* Our bank
* Software suppliers
* Payroll supplier
* Teaching Regulation Agency

We do not share your information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your explicit consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of the information.

The professional contact details (such as name, job title, email address and/or phone number) of employees members may be shared with students, families, external partners and, in some cases, published on the website, as required for the execution of their duties.

**How do we protect your data?**

Your data is held securely on the Trafford College Group’s network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those colleagues who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All colleagues have completed the Group’s data protection training programme and receive regular updates to keep their knowledge and understanding up to date. The Trafford College Group ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

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**What are your rights?**

The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

* Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data; **We aim to do this through this Privacy Statement**
* Request access to the information we hold about you (Subject Access Request); **You can do this online at** [trafford.ac.uk/dataprotection](http://www.trafford.ac.uk/dataprotection)
* Object to processing of personal data that is likely to cause, or is causing, damage or distress; **Please contact the Data Protection Officer if you would like to discuss any concerns**
* Prevent processing for the purpose of direct marketing; **We always request your permission to use your personal details on any marketing or promotion and provide you with an option to stop receiving marketing communications from us**
* Object to decisions being taken by automated means; **We do not have any systems or processes that do this**
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
* Claim compensation for damages caused by a breach of the data protection regulations. **Please contact the Data Protection Officer if you would like to discuss any concerns**

**Contacting the Trafford College Group**

You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : [trafford.ac.uk/dataprotection](http://www.trafford.ac.uk/dataprotection)

You can also write to the Data Protection Officer:

The Data Protection Officer

Trafford College Group

Manchester Rd

Timperley

Altrincham

WA14 5PQ

**Where can you find out more information?**

If you have a concern relating to the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns>.