

Privacy Statement for Staff Information and Data

How the College uses your personal information

General principles on how we manage personal information:

- We will take care to collect only such information from you as we need to be able to fulfil our statutory duties, and to communicate with you effectively.
- We will only share your information with organisations where we have a legal duty to do so. We will be clear to you about who these organisations are.
- We will maintain a high level of IT system security in order to keep your information protected and safe.
- We will ensure that our staff understand and maintain their responsibilities in protecting personal information.

We are the data controller of personal information about you. We are Sparsholt College (incorporating Andover College). Our address is Westley Lane, Sparsholt, Winchester, Hampshire SO21 2NF.

Our Data Protection Officer is Scott Hermiston. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer by mail at the above address, by email at data.protection@sparsholt.ac.uk or by telephone at 01962 673288.

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

Throughout this document, “Personal Information” refers to Personal and Sensitive information (special category). The two categories are separated where appropriate.

Staff data

What would you like to know about?

- [the information that you give us;](#)
- [the uses made of your personal and sensitive information;](#)
- [the legal basis on which we collect and use your personal and sensitive information;](#)
- [how long we keep your personal and sensitive information;](#)
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- [how we monitor your use of the College's IT; and](#)
- [your rights over your personal and sensitive information.](#)

The information that you give us

For the purposes of employment administration and communication, we collect personal information from our staff and applicants for staff positions.

Personal

The information that we process about you includes:

- personal information (such as name, employee or teacher number, national insurance number, photographs, contact details, emergency contact details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- performance information
- details of Continuing Personal Development (CPD)
- information regarding disciplinary or grievance issues

Sensitive Personal

In addition, we process "special category" (sensitive) information about you, including:

- relevant health or medical information (such as in respect of absences)
- Trade Union membership
- race, ethnicity, religious beliefs, sexual orientation

We are very careful about maintaining privacy for items in this category, and ensuring data is only shared where there is a legal obligation to do so. This information is usually only used for statistical purposes, to enable equal opportunities monitoring and compliance with equalities duties.

The uses made of your personal and sensitive information

We use workforce data to:

- a) enable individuals to be paid
- b) enable safe recruitment and compliance with associated responsibilities
- c) enable and support performance management
- d) inform the development of recruitment and retention policies
- e) enable the development of a comprehensive picture of the workforce and how it is deployed
- f) enable equalities monitoring and compliance with equalities duties

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The legal basis on which we collect and use your personal and sensitive information

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of performance of a contract (e.g. contracts of employment, contracts for services etc)
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005; the Employment Rights Act 1996, relevant tax law and other employment law obligations)
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a college).

In addition, concerning any special category data:

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the College or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a college)
- Where processing is necessary for the purposes of preventive or occupational medicine (e.g. where occupational health advice is sought)

Consent

In some circumstances, we may ask you for explicit consent to enable us to process your data. However, this will normally only be where there is no other legal basis for us to process this information. Where we rely on consent, you may withdraw your consent at any time.

How long we keep your personal and sensitive information

Staff files are maintained for the duration of employment, and then retained thereafter in order to be able to answer queries arising, answer reference requests, assist with pensions queries, and comply with our safeguarding duties.

Paper records are securely stored within the College's Human Resources department. Electronic records are maintained in the College's Human Resources records systems, which are protected from unauthorised access by a range of electronic security measures (see the College's IT Policy for further details).

Data and information held about unsuccessful applicants will be retained for statistical purposes in an anonymised format, in order to enable equalities monitoring.

Information and data are retained in keeping with the College's Information Retention Schedule, available on the College intranet and website.

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How we share your personal and sensitive information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. We may share the personal information that you give us or that we hold about you with the following organisations (or types of organisation) for the following purposes:

The Department for Education (including the Education and Skills Funding Agency (ESFA), Ofsted and the Office for Students)

An anonymised staff data submission (the Staff Individualised Record) is made to the DfE annually, via a secure web transfer. This data submission gives no details of staff names or addresses, and the data becomes part of an FE sector dataset that is used by the DfE for statistical purposes only.

Personal information about members of FE teaching staff, including CVs, details of CPD and teaching timetables will be shared with Ofsted in the event of an inspection.

Personal information about members of Higher Education teaching staff, including CVs, details of CPD and teaching timetables will be shared with the QAA in the event of a review.

From time to time, the UK government changes the way it organises education, and/or changes the names of the agencies which govern education in England. For this reason, the list of public education agencies that we will share your information with cannot be exhaustive, but we will only share your information with such agencies where there is a legal requirement for us to do so.

Her Majesty's Revenue and Customs (HMRC)

We are legally obliged to share personal information including payroll details about our staff with the HMRC for the purposes of taxation.

Pensions Organisations

We share personal information about our staff who have opted into company pensions with the Teachers' Pension Agency or the Local Government Pensions Service, in order to administer staff pensions.

Internal and External Auditors

The internal and external auditors have access to the Register of Interest, consolidated staff expenses data and payroll data as part of the annual regularity audit which is a requirement of the ESFA's Post 16 Audit Code of Practice.

The auditors do not normally require personal information relating to staff. If additional personal information is a requirement of the auditors to complete their work, we will supply it for the specified purpose, but this will not include data of a sensitive personal nature.

Awarding Bodies

We may share personal information about staff members with Awarding Organisations for the purposes of Internal Verification and External Verification.

Non-Medical Help Quality Assurance Group (NMAQAG)

We will share personal information about staff who are involved in the delivery of LDA support to Higher Education students, as a requirement of that activity's funding. This information may also be supplied to external auditors acting on behalf of NMAQAG to audit this funded activity.

University of Portsmouth (UoP)

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There is a UoP requirement for those staff who teach on foundation degrees, honours degrees and masters' degrees to apply to UoP for Associate Lecturer Status. The current process requires the staff make their own application supplying personal information, but the historic process was that the College supplied the information to UoP on their behalf.

The Royal College of Veterinary Surgeons (RCVS)

As a condition of validation of the Foundation Degree in Veterinary Nursing, the College has to share personal information about teaching staff's RCVS membership with the RCVS in order to satisfy quality rules on certain units.

Membership/Subscriber Bodies and Joint Ventures

We share the names of the Chairman and Principal with the Association of Colleges (AOC), Landex, Cultiva Limited and the National Land Based College. Information about individual members of staff may be shared with any of these organisations when they are involved in peer review activities or project work.

Other External Organisations

The College will not communicate or share your information with any other external bodies without first asking for your permission to do so. This includes reference requests and mortgage application references.

How we transfer your personal and sensitive information outside Europe

We do not store or transfer your personal data outside Europe.

How we monitor your use of the College's IT

We keep an eye on how everybody uses the College's equipment and computers and what websites are visited when users are browsing the internet at College. Online activity is monitored using specialist software that watches for the use of key words identified as being connected with activities contrary to the College's IT Acceptable Use Policy. This is because we have legal obligations to protect members of the College community, and we also have a legitimate interest in making sure users are using our computer equipment correctly and are not looking at any inappropriate content. If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

Your rights over your personal and sensitive 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;

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- 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 to request that we restrict the use that we are making of your personal information;
- the right to ask us to review and explain our legitimate interests to you; and
- 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.

These rights and some clarifications and explanations can be seen in our Data Protection Policy, available via our website.