



## Myerscough College and University Centre Staff and Job Applicant Privacy Notice

### Introduction

Myerscough College and University Centre collects, stores and processes personal data and sensitive personal data about its current, past or prospective staff and others who are defined as data subjects under the General Data Protection Regulations (GDPR). This information is normally initially provided to us by a prospective member of staff on an application form and is added to by the College over the course of each member of staff's employment.

Any personal information you provide to us will only be used in the ways stated in this Privacy Notice. We take our obligations under the General Data Protection Regulations (GDPR) very seriously and will always ensure that personal information is collected, handled, stored and shared in a secure manner.

### Data Controller

Myerscough College and University Centre is the Data Controller and is registered with the Information Commissioner's Office (ICO). Our registration number is Z8917574.

### How we collect your personal data

Personal data is collected from members of staff in a number of ways:

- From the information you provide to us when you apply for a job at the College;
- From other agencies as part of our recruitment processes and pre-employment checks, i.e. DBS, pension providers and occupational health;
- From third parties, for example your previous or current employer, who may provide a reference about you;
- By the annual update of the Employee Personal Details Form;
- In various other ways as you interact with us during your time as an employee of the College.

### What personal data we collect

- Name and previous names;
- Address;
- Contact details;
- National Insurance number;
- Driving Licence details;
- Eligibility to work in the UK;
- Disability or special requirements required as part of recruitment process;
- DfE Ref Number (where applicable);
- Criminal conviction, Police warning or reprimand;
- Current and recent employment;
- Teaching experience (where applicable);

- Education and training;
- Outside interests;
- Experience relating to role applied for;
- Referee contact details;
- Pre-employment health questionnaire;
- Bank or Building Society account details;
- Student Loan information;
- Photograph.

For the purposes of Equality, Diversity and Inclusion monitoring, we also collect data which will help us to review employment policies and practices, particularly where the equality of opportunity is concerned. This information will be analysed to ensure compliance with the Equality Act 2010, the purpose of which is to legally protect people from discrimination in the workplace and in wider society.

- Ethnicity;
- Age;
- Sex;
- Gender identity;
- Caring responsibilities;
- Childcare responsibilities;
- Disability;
- Relationship status;
- Religion / Faith / Belief;
- Sexual orientation.
- Pregnant
- UK residential status
- Employment status
- Service personnel

### **Why we collect and use your personal data**

The College needs to process certain personal information about its members of staff for a number of contractual administrative purposes and to comply with legal obligations, for example, employment and tax, immigration, health and safety and safeguarding laws, assisting the police and other authorities with their investigations:

- Recruitment and pre-employment checks;
- Payment of salaries, pensions and other staff benefits;
- Reimbursement of expenses;
- Performance management;
- Training and development;
- Conduct;
- Grievances, complaint and disciplinary investigations;
- Maintaining staff records;
- Complying with visa requirements;
- Provision of wellbeing and support services;
- Provision of IT and information services;

- Carrying out surveys and statistical analysis (including using third party data processors to carry out benchmarking and surveys for us);
- Providing operational information;
- Safeguarding and promoting the welfare of staff;
- Ensuring the health, safety and security of our staff;
- Reasons for absence and any associated medical conditions;
- Preventing and detecting crime;
- Carrying out internal and external audits.

The College processes sensitive personal data for a number of administrative purposes:

- Managing HR processes, such as administering sick pay and sick leave schemes, managing absence, administering maternity/paternity/adoption/parental leave and related pay schemes;
- Managing a safe environment and ensuring fitness for work;
- Managing obligations under equal opportunities legislation;
- Provision of occupational health and wellbeing services to individuals.

The categories of sensitive personal data are race or ethnic origin; religion, faith or belief; physical or mental health; trade union membership; political opinion; genetic or biometric data; sexual orientation. Where we collect your sensitive personal data, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law.

### **Who do we share your personal data with**

The College may need to share your personal and sensitive personal data with third parties who are contracted to work on its behalf, for example payroll agencies, pension providers, insurers or legal consultants. We will also confirm dates and nature of an individual's employment to a prospective employer in a reference.

Third parties with whom we share personal data are:

- Government departments and agencies where we have a statutory obligation to provide information, for example Her Majesty's Revenue and Customs (HMRC) [HMRC Privacy Notice](#) and the Home Office (in connection with UK visas and immigration); [Home Office Privacy Notice](#)
- Teachers' Pension (TPS); [Teachers Pensions Privacy Notice](#)
- Local Government Pension (LGPS); [LGPS Privacy Notice](#)
- Moorepay (Payroll agency); [Moorepay Privacy Notice](#)
- The Disclosure and Barring Service (DBS); [DBS Privacy Notice](#)
- Organisations who work with us to provide staff support services (e.g. counselling and occupational health services);
- Crime prevention or detection agencies (police and security organisations, Department for Works and Pensions and local authorities);
- Healthcare, social and welfare organisations;
- Internal and external auditors;
- Solicitors, courts and tribunals;
- Trade union and staff associations (where information is already in the public domain or we have consent from the member of staff);
- Survey organisations, for example the annual staff survey;
- Office for National Statistics. [ONS Privacy Statement](#)

Myerscough College and University Centre seeks the written assurance as to GDPR compliance of all third parties with whom information is shared and will not share information where this is not received.

Your name, job title, department, college email address and telephone extension will be published and shared via the Staff Directory for internal use by staff and by external call handling staff to direct calls accordingly.

### **How long do we keep your personal data**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for no longer than one year from the submission of your application.

Where you are an employee, 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 six years. Personal information in relation to your pension will be held for longer in accordance with pension regulations.

### **Your Rights**

Under GDPR, you have the rights as an individual to:

- Find out what personal data we hold about you and obtain a copy of this data, free of charge, within one month of you making the request;
- Ask to correct inaccurate or incomplete data.

If you think we are acting unfairly or unlawfully, you can:

- Object to the way we are using your data;
- Complain to the UK Information Commissioner's Office.

Under certain circumstances, you also have the right to ask us to:

- Restrict the use of your data (if you have raised issues about the accuracy or use of your data until we have investigated and responded to your concerns);
- Erase your information (the right to be forgotten);
- Comply with your wishes, where you have previously agreed to us processing your data, and have withdrawn consent to further processing;
- Provide you with a portable electronic copy of the data you have provided to us.

Should you wish to see what personal data we hold about you, you should make a Subject Access Request to the Data Protection Officer, by emailing [dpo@myerscough.ac.uk](mailto:dpo@myerscough.ac.uk), or in writing to:

Data Protection Officer  
Myerscough College  
St Michaels Road  
Bilsborrow  
Preston PR3 0RY

Further information on your rights can be found at <https://ico.org.uk/>

### **Changes to this Privacy Notice**

We will regularly review our Privacy Notice and reserve the right to amend it from time to time, as required by law. Staff will be notified when any changes are made.

