



Privacy Notice for Staff at Holy Cross College

[Introduction](#)

[How we collect your information](#)

[The types of information we collect](#)

[How we use your information](#)

[The legal basis for processing](#)

[How long we keep personal data](#)

[Sharing information with others](#)

[How we transfer your personal information outside the EEU](#)

[Your rights regarding your personal information](#)

[Changes to our privacy policy](#)

[Changes to your personal data](#)

[Contact](#)

Introduction

- This privacy notice explains how Holy Cross Sixth Form College collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective staff, governors, volunteers and those undertaking trainee teacher placements at Holy Cross College. A separate Privacy Notice is available for Job Applicants.
- We are the data controller of personal information about you. We are: Holy Cross College. Our address is: Manchester Road, Bury, Lancashire, BL9 9BB.
- Our Data Protection Officer is Tina Manning. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at dpo@holycross.ac.uk
- This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018.

How we collect your information

We may collect your personal data in a number of ways, for example:

- from the information you provide when you interact with us prior to submitting an application for a job vacancy, for example when you express an interest in a vacancy or our “Supply Register”.
- from the information you provide during the application process, for example from the information provided by you on our application form.
- from the information provided to us by an employment agency.
- from other third parties, for example from a current or previous employer who may provide a reference about you.
- from the information you provide to us to enable us to carry out pre-employment checks such as “Right to Work in the UK”, DBS application, medical screening.
- in various other ways during your association with the College as a member of staff, governor, volunteer or trainee teacher.
- through CCTV systems and footage

The types of information we collect

We may collect the following types of personal data about you:

- Personal information such as forename(s), surnames (current and previous), date of birth, national insurance number, teacher reference number and photograph.
- Contact information such as address, telephone number(s) and e-mail address.
- Emergency contact details, declared by you, to be used in the event of an emergency.
- Information regarding your education and employment history including training and development.
- Information relating to pre-employment checks for example copies of identification documents, qualifications, DBS application, barred list check, prohibited check.,
- Contract information such as start date, title of current and/or previous post(s), hours of work and remuneration.
- Information relating to qualifications (applicable to the post undertaken).
- Absence information such as date(s) of absence, reasons for absence and number of occasions.

- Information required for the processing of payroll e.g. bank details, student loan deductions, enrolment into a pension scheme.
- Information required by statutory bodies in order to fulfil statutory obligations as an employer for example HM Revenue and Customs, Department for Education or relevant pension providers.
- Sensitive personal data and information including:
 - Convictions, cautions, reprimands or final warnings that are not protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2015).
 - Information concerning your health and medical conditions (e.g. disability)
 - Information about your racial or ethnic origin, religion or similar beliefs.

How we use your information

The purposes for which we may use your personal data (including sensitive personal data) is as follows:

- for the recruitment process and for carrying out pre-employment checks;
- for safeguarding students;
- for checking your identity and right to work in UK;
- for checking your qualifications;
- to evidence/verify your suitability to carry out your role;
- to keep an audit trail of the checks we have made and our relationship with you in case of employment claims;
- to set up payroll and pension and to reimburse expenses;
- for dealing with HMRC;
- for communicating with you;
- for carrying out our role as your employer or potential employer.

The legal basis for processing

We collect and use your personal information on the basis that it is a requirement before entering into an employment contract with you or it is necessary for performing our employment contract with you.

We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations such as data relating to tax, national insurance, statutory sick/maternity/paternity pay.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, religious beliefs, trade union membership, physical or mental health, and criminal records).

How long we keep personal data

Subject to any other notices that we provide to you, we are required to retain your personal data for a period of 50 years after your association with us has come to an end.

Some information may be retained indefinitely by us in order to meet our legal obligations. More detail is outlined in the college's data retention policy.

Sharing information with others

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

We may share the personal information that you give us with the following organisations (or types of organisation):

- Bury Council Pay Services (payroll agent)
- Pension Scheme Providers (e.g. Teachers' Pension Scheme; Greater Manchester Pension Fund)
- Government Organisations (e.g. Department for Work and Pensions; HMRC, DBS)
- Hosted HR System (CIPHR)
- Personnel Checks (DBS Umbrella Body)
- Bury Council Occupational Health Unit
- College Legal Advisors
- Auditors
- Course providers (for the purpose of booking staff development activities / travel and accommodation).
- Regulatory bodies e.g. Ofsted,
- Other employers (e.g. reference requests)

How we transfer your personal information outside the EEU

We do not store or transfer your personal data outside the EEU.

Your rights regarding 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. To make a request for your personal information, contact the college's Data Protection Officer (DPO) via email: dpo@holycross.ac.uk
- 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. If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer via email: dpo@holycross.ac.uk
- 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; 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.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

[Changes to our privacy policy](#)

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this electronically via your learner information page or by visiting the Student Centre.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by email: dpo@holycross.ac.uk

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>