

## Privacy Statement - Staff

*This statement gives information that relates to job applications, employment and staff. A Privacy Statement relating to students and courses can be found at <http://www.abingdon-witney.ac.uk/about-us/key-documents/>.*

### This Privacy Statement covers the following

- Our organisation and its contacts
- Our basis for collecting personal data
- How we collect and use personal data
- How long personal data is retained
- How personal data is kept secure
- The rights of an individual

### Our organisation and its contacts

Abingdon and Witney is a Further Education college that has learning venues across Oxfordshire but has its administrative centre at its Abingdon Campus, Wootton Road, Abingdon, OX14 1GG.

We are the Data Controller for your personal data and are committed to fulfil our obligations under the General Data Protection Regulations (EU) 2016/679 and Data Protection Act 2018 (collectively referred to as GDPR).

We are registered with the Information Commissioner's Office (ICO) - reference Z6620708.

Our **Data Protection Officer**: Mark Lay, Finance Director  
Abingdon Campus, as above or [dpo@abingdon-witney.ac.uk](mailto:dpo@abingdon-witney.ac.uk)

The full response to our obligations under the data protection legislation can be found in our Data Protection Policy at <http://www.abingdon-witney.ac.uk/about-us/key-documents/>.

Full details of GDPR can be found on the ICO website – [www.ico.org.uk](http://www.ico.org.uk).

## **Our basis for collecting personal data**

We collect and use personal data on the basis that it is necessary for performing an employment contract with an individual, or it is necessary to take steps before entering into that contract. We also collect and use personal data on the basis that we need to do so in order to comply with our legal obligations.

Where we collect special category personal data (such as race or ethnic origin, political opinion, etc.), we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law.

## **How we collect personal data**

Personal data is collected when an individual chooses to apply for a job, during the recruitment process and when an individual joins the College as a member of staff.

For the purposes of this document 'staff' shall mean an employee, volunteer, self-employed worker and governors.

## **How we use personal data**

We will use your personal information for the following activities:

- for the recruitment process and for carrying out pre-employment checks;
- for safeguarding students;
- for checking your identity and right to work in the UK;
- for checking your qualifications;
- 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, including marketing;
- for carrying out our role as your employer, ex-employer or potential employer.

We may share your personal information with those third parties related to your employment contract (such as HMRC, pension providers) and those who provide services to the College related to your employment such as Occupational Health, Employee Benefits Scheme, Cyclescheme (if applicable) and Childcare Voucher Scheme).

Outside of these activities, we will not share your personal information with any third party without your explicit consent.

## **How long personal data is retained**

Personal data is only retained for the period required to meet a legal obligation and / or business need. An overview of our data retention practices can be found on our website at <http://www.abingdon-witney.ac.uk/about-us/key-documents/>.

## How personal data is kept secure

We have designed our software, storage systems and processes to offer the maximum security and to ensure personal data is only accessed by those required to do so for the uses given above. Staff are trained and understand their commitment to keeping personal data secure and to protecting privacy.

Secure portals and encryption software are used when sending data outside of the college network.

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

## The rights of an individual

The College respects, facilitates and appropriately responds to the rights of Data Subjects, these include:

- **Access** – An individual has the right to request from the DPO a copy of the personal data held by the college; such request must be met within a month with data supplied in either electronic or hardcopy format.
- **Rectification** – An individual has the right to request the DPO to correct inaccurate personal data.
- **Erasure** – An individual has the right to ask the DPO for personal data to be deleted. However, this DPO can refuse if the data has to be retained to meet a legal requirement (such as our legal obligation to make regular reports to funding authorities).
- **Breach notification** – An individual has the right to be informed if the security of their personal data is compromised.
- **Complaints and compensation** – If an individual feels the college has not complied with their obligations under the GDPR they can lodge a complaint with the ICO at [www.ico.org.uk](http://www.ico.org.uk).
- **Withdraw consent** – If an individual has given consent to the use of personal data such consent can be withdrawn by contacting the DPO if there is no other legal basis to use the data (please see 'Information for when you enrol').
- **Automated decisions** - disclosing any automated decision making / profiling practices

Should you wish to contact the DPO to exercise any of these rights, please download the form from our website <http://www.abingdon-witney.ac.uk/about-us/key-documents/> and send the form to [dpo@abingdon-witney.ac.uk](mailto:dpo@abingdon-witney.ac.uk).

Further details relating to Data Subject rights are available from the ICO website ([www.ico.org.uk](http://www.ico.org.uk)).

## Changes to this Privacy Statement

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