

Privacy Notice

How we use staff information

Joseph Chamberlain is a sixth form college located in Birmingham offering further and higher education to 16-19 and adult learners. Our Privacy Notice explains your privacy rights and how we gather, use, store and share your information. If you want to get in touch, please refer to the contact details for the College Data Protection Officer listed at the end of this document.



The categories of information we collect

Joseph Chamberlain Sixth Form College collects the following categories of information:

- personal information, i.e. name, current address, telephone number/s, email address, date of birth, National Insurance and teacher number, and next of kin details;
- details of your previous qualifications, employment and educational history;
- special category information such as your gender, age and nationality;
- confirmation of your right to work in the United Kingdom, nationality and residency (i.e. a valid passport or birth certificate);
- information about medical or health conditions which is initially provided and assessed by our external Occupational Health providers on behalf of the College (only relevant information is forwarded to the HR Department);
- bank and/or building society account details which are shared with our payroll providers at Birmingham City Council;
- superannuation details shared with Birmingham City Council, Teachers' Pension Service, Local Government Pensions Service, Local Government Pension Scheme, West Midlands Pensions Fund and Inland Revenue;
- records concerning probation, training and progression;
- sickness and other absence information;
- contracts or terms and conditions of employment;
- correspondence between employee and the College;
- correspondence such as references between the College and third parties on behalf of a member of staff;
- records of grievances and disciplinary proceedings;
- investigations in to breach of terms and conditions of employment;
- health and safety records (including accident reports); and
- maternity, paternity or adoption information.



How we collect staff information

Joseph Chamberlain Sixth Form College collects and processes personal data relating to its employees to effectively meet its statutory obligations as a sixth form college. Joseph Chamberlain is committed to being transparent about how it collects and uses that data and to meeting data protection obligations. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, the College will inform you whether you are required to provide information and if you have a choice in the matter.



We collect information about whether you are able to work with vulnerable children and adults by completing DBS and restriction checks such as those related to prohibition; this is to protect the vital interests of others under GDPR Article 6D (Vital Interest) and in order to support individuals with a conviction under GDPR Article 6E (Public Task). Most information is collected directly via an application form. However, some information such as previous qualifications or special needs may be collected from exam boards, previous employers, the Disclosure and Barring Service, Occupational Health, National College for Teaching and Leadership, Local Educational Authority or your previous school.

Where we process other special categories of personal data such as information about ethnic origin, disability or health, this is for equal opportunities monitoring and to monitor our provision to improve services to specific groups. Where information is supplied under the lawful basis of consent, consent can be withdrawn at any time by contacting the Data Protection Officer. Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However, the College will use the information to contact you in order to carry out our duties to you.



The lawful basis on which we process this information

Joseph Chamberlain Sixth Form College processes this information under GDPR (General Data Protection Regulation) Article 6C (Legal Obligation) and 6E (Public Task) in order to comply with the requirements of the ESFA (Education and Skills Funding Agency). We will process special category information under Article 6 to comply with the GDPR.

We process this information to fulfil our contractual obligations, for the performance of our business as a sixth form college and under our legal obligation.



How we use staff information

Joseph Chamberlain Sixth Form College uses your personal data for the following:

- paying wages in to accounts to fulfil employment contracts (payroll information);
- HMRC, government tax and National Insurance requirements;
- West Midlands Local Government Pension Scheme requirements;
- deducting pensions contributions appropriately;
- reviewing staff performance;

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- monitoring absence and sickness records in line with the HR policy;
- enabling staff to undertake their roles;
- ensuring all staff have the relevant qualifications to carry out their role; and
- ensuring all staff are suitable for working with young people.

We process your personal data for our compliance with our legal obligations. In this respect we use your personal data for the following:

- to meet our compliance and regulatory obligations, such as safeguarding; and
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We also process your personal data where:

- it is necessary for medical purposes, e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional;
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.



Keeping staff information

Joseph Chamberlain Sixth Form College will store data in a range of different places such as the HR management information systems, paper records in secure locations or electronic documents within a secure network. Other data will be held as long as is necessary to fulfil our duty as a college. Any data provided by consent may be deleted on request. We hold workforce data for your period of employment and for seven years after termination of employment. Further details can be found in our retention schedule.



Sharing staff information

Joseph Chamberlain Sixth Form College will keep your information in the HR Department. Access to your information is carefully controlled and may only be seen by the individual member of staff, members of the HR Department, Principal and Deputy Principal, as well as other members of the Senior Leadership Team (SLT) if authorised by the Director of HR. The Director of HR will consider this depending upon the nature of the request, the person



requesting it and for what purpose; if found appropriate, they will only disclose relevant information in accordance with the operation needs of the College.

Where we engage non-statutory third parties to process personal data on our behalf, the College will require them to do so on the basis of written instructions; this is under a duty of confidentiality and an obligation to implement appropriate technical and organisational measures to ensure the security of data.

The College may disclose certain personal data to external bodies as follows. At all times, the amount of information and the manner in which it is disclosed will be in accordance with the provisions and obligations of the GDPR. Please note this is not an exhaustive list:

1. ESFA Data Sharing Agreement

This privacy notice is issued by the Educational and Skills Funding Agency (ESFA), on behalf of the Secretary of State at the Department for Education (DfE). It is to inform staff that their personal information will be used by the DfE, ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Further details are available at <http://www.gov.uk/government/publications/esfa-privacy-notice>

2. Occupational Health (Good Hope Hospital; medical providers)

Good Hope Hospital retains personal data about the College's staff as part of its contract to provide occupational health services to them. The information they hold includes name, address, telephone number/s, email address, job title, start date and medical history.

3. Birmingham City Council (payroll and pensions)

Birmingham City Council processes the payroll and pensions of all staff at the College as a third party organisation. Information is stored securely on the payroll systems.

4. The Home Office (visas and immigration)

Information about your residency status to ensure you are legally working in the UK.

5. Disclosure and Barring Service (DBS)

Required for all posts to assess the applicant's suitability for positions of trust. Please refer to our recruitment and ex-offender policy. As necessary, and with appropriate consideration of your rights and freedoms, we will store information where we have a



duty; for example, to aid benefit and tax inspectors, the police, UK Visas and Immigration, or the Foreign and Commonwealth Office (FCO).

6. BHSF (Health and Well-being Cash Plan Scheme)

BHSF is a third party who provide health and well-being cash-plan scheme for employees. Employees may join by opting in and providing consent to allow BHSF and the College to make the deductions from the employee's salary.

Further details can be obtained at <https://www.bhsf.co.uk/privacynotice>

7. HM Revenue and Customs (HMRC)

Real-time information is released to HM Revenue and Customs (HMRC) in order to collect income tax and National Insurance Contributions (NICs) from employees.

8. Mortgage lenders and letting agents

In order to allow these organisations to verify mortgage and tenancy agreements. Release of this information is subject to written consent from the employee.

9. Third party software suppliers

Where external computer systems are required to facilitate the purpose of processing your personal data, staff data may be shared with software suppliers. Any such transfers will be subject to a formal agreement between the College and suppliers to ensure the protection of your personal data.

10. Teacher status checks

All new teachers at the College must undergo a prohibition order check. This must be done as part of the pre-employment process and a record must be kept on the College's single central record to check for the following:

- the award of Qualified Teacher Status (QTS);
- completion of any teacher induction; and
- prohibitions, sanctions and restrictions which might prevent the individual from taking part in certain activities or working in specific positions.

Further details can be obtained at <http://www.gov.uk/guidance/teacher-status-checks-information-for-employers>





Why we share staff information

Joseph Chamberlain Sixth Form College may share personal information with third parties for the purposes of education, training, employment and staff wellbeing; this includes for research/analysis, to produce statistics and/or provide information, advice and guidance. This takes place where the law allows in compliance with data protection legislation. Such organisations include the Sixth Form Colleges' Association (SFCA) as well as Association of Colleges (AoC). Where we engage non-statutory third parties to process personal data on our behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.



Protecting your data

Joseph Chamberlain Sixth Form College has internal policies and controls in place to make sure your personal information is not lost, inaccurate, accidentally destroyed, misused or disclosed. The College takes the protection of your data extremely seriously.



Your rights and consent

As a data subject you have a number of rights that include:

- accessing and obtaining a copy of your data on request;
- requiring the College changes incorrect or incomplete data;
- requiring the College to delete or stop processing your data (for example, where the data is no longer necessary for the stated purposes of processing); and
- objecting to processing of data where the College is relying on its legitimate interests as the legal ground for processing (we will only use 'legitimate interests' as grounds for processing in a very few number of situations).

Joseph Chamberlain Sixth Form College will not always need consent to use your personal information such as when required to meet regulatory requirements.





Contact details

If you have a concern about how Joseph Chamberlain Sixth Form College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <http://www.ico.org.uk/concerns>

Write to us: Data Protection Officer
Joseph Chamberlain Sixth Form College
1 Belgrave Road, Highgate
Birmingham B12 9FF

Call us: 0121 446 2268

Email us: dataprotection@jcc.ac.uk

An electronic copy of this document is available at:

<https://www.jcc.ac.uk/about-jcc/general-data-protection-regulations/>

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