

Human Resources Privacy Policy

Who is the Data Controller?

We are the data controller of personal information about you. We are Walsall College. Our address is, Wisemore Campus, Littleton Street West, Walsall, WS2 8ES.

Our Data Protection Officer is Gurpreet Sandhu. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer on 01922 657014 or dataprotection@walsallcollege.ac.uk.

This privacy notice tells you what to expect when Walsall College collects personal information. It covers why we collect personal information, how we use it and how we keep it secure. It applies to information we collect about:

- Employees
- Governors
- Applicants
- Volunteers
- PGCE Students
- Students working within commercial areas of the College
- Self-employed and contractors

What personal information does Walsall College collect?

We will collect personal information from you when you apply for a job with us. This will include:

- Name
- Address
- Date of Birth
- Contact number
- Email address
- Equal opportunities (Disability, Ethnicity, Gender, Sexual Orientation, Religion/Belief, Marital Status)
- Criminal record details
- Right to Work in the UK (where applicable)
- Current employment details including job title, start and end dates, current salary, notice period, reason for leaving
- All past employment details
- Education details
- Whether you are related to any personnel of the College or Governing Body
- References
- Special arrangement details for interview

When you become an employee, we will collect additional information including your bank account details, medical history and previous attendance at work, references from previous employers and information on background checks and criminal records.

Why do we collect personal information?

Walsall College collects and uses your information on the basis that it is necessary for performing our employment contract with you, or it is necessary to take steps before entering into the 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. We will use your personal information for the following:

- Recruitment process and for carrying out pre-employment checks;
- Safeguarding students
- Verifying your identity and right to work in UK
- Verifying 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
- Dealing with HMRC
- Communicating with you, including for marketing purposes
- Carrying out our role as your employer or potential employer
- Data reporting purposes

Where we process other personal information, such as information about your, health ethnicity, sexual orientation, religious or philosophical beliefs (Special category data), this is done for the purpose of equal opportunities monitoring. The lawful basis is that we are pursuing our legitimate interests in monitoring equality of opportunity and treatment and that this is necessary for the purposes of carrying out our obligations and exercising our specific rights in the field of employment. Data that we use for these purposes is anonymised before it is used for reporting purposes and you can withdraw at any time by contacting humanresources@walsallcollege.ac.uk

How we share personal information

Organisation	Lawful basis
Busy Bees Nursery Vouchers	Consent
College Auditors	Contract
Councils (Council Tax Arrears)	Legal obligation
Cycle to Work Scheme	Consent
Disclosure and Barring Service	Contract
DWP Debt Management	Legal obligation
Criminal Enforcement Agencies	Legal obligation / prevention or detection of crime
Employment Agencies	Contract
Employment reference requests	Contract
Equitable Life (AVCs)	Consent
Examination Awarding Bodies	Contract
Give As You Earn (CAF)	Consent
Health Services	Consent / Legitimate interests, provision of health services or occupational health services
HM Courts Tribunal Service	Legal obligation /provision of health services or occupational health services / prevention or detection of crime
HMRC	Legal obligation
Legal Services	Contract
Mortgage lenders (reference request)	Consent
Office of National Statistics	Legal obligation
Pension Scheme	Contract / Legal obligation
Prudential (Additional Pension Contributions)	Consent

Safeguarding Board	Legal obligation/provision of health services or occupational health services / prevention or detection of crime
Student Loans Company	Legal obligation
Travel West Midlands	Consent
Unison	Consent

Your information may be shared internally with any Walsall College staff who need the data to provide a service to you. This will include special category data, where necessary.

We may share the personal information that you give us with the following organisation relying on the following legal basis:

If you use the Vacancy Filler website to complete an application form, they will collect your personal information on behalf of Walsall College. They have their own Privacy Notice that you can review [here](#).

Do we process data outside the EEA?

Walsall College will not transfer or store your data to countries outside the European Union, to third countries or international organisations.

How does Walsall College protect you information?

Walsall college takes the security of your personal information seriously and has internal policies and controls in place to ensure that your information is not lost, corrupted, accidentally destroyed, rendered unavailable, misused or disclosed, and is not accessed except by authorised employees in the performance of their duties. The Data Protection Policy is available to view on our website, or can be collected from the Data Protection Officer.

Where Walsall College engages with third parties to process personal information on our behalf, we do so on the basis of written instructions; the third party is under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of the personal information.

How long does the organisation keep data?

We keep information in accordance with our Document Retention Policy. Retention periods are in line with the length of time we need to keep your personal information in order to manage and administer your contract of employment. The Document Retention Policy takes into account the need to meet any legal, statutory and regulatory obligations. These reasons can vary and in all cases, our need to use your personal information will be reassessed regularly. Any information that is no longer required will be disposed of securely.

What rights do you have?

As an individual, you have a number of rights. You have the right to be informed about how and why your data is being processed and that is why we include the information in this privacy notice. You can also:

- access and obtain a copy of your data on request;
- require Walsall College to update incorrect or incomplete data;

- require the college to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing (specific circumstances only);
- obtain and reuse your data for your own purposes across different services. (limited circumstances);
- object to the processing of personal information (specific circumstances); and
- object to the processing of your data for marketing purposes, this right always applies. Where the College is relying on its legitimate interests or performance of a public task as the legal basis for processing your personal data, you may also object to the processing and this will be considered on a case-by-case basis.

To exercise any of these rights, please visit our Individual Rights page at www.walsallcollege.ac.uk

How to contact us

Please contact us if you have any questions about this Privacy Notice, or information we hold about you by:

Email: dataprotection@walsallcollege.ac.uk

In writing: Gurpreet Sandhu
Data Protection
Walsall College
Wisemore Campus
Littleton Street West
Walsall
WS2 8ES

By phone: 01922 657014

Who can I complain to?

If you believe that Walsall College has not complied with your data protection rights, you can complain to the Data Protection Officer at dataprotection@walsallcollege.ac.uk. You also have the right to complain to the Information Commissioner at www.ico.org/concerns or by contacting 0303 123 1113.

Changes to our privacy policy

We keep our Privacy Notice under regular review and we will place any updates on this webpage. This Privacy Policy was last updated on 10 April 2019.