

Privacy Notice

Your privacy is important to us and we want you to feel comfortable with how we use your personal information. This privacy notice sets out how Esher Sixth Form College handles your personal information, including when and why it is collected, how it's used, and your rights in relation to the personal data we hold.

This privacy notice will be reviewed regularly and any changes will be notified to you by posting an updated version on our website and, where possible, by contacting you via email.

What information do we collect about you?

The categories of information that we may collect about you are as follows:

- **Basic information** such as your name, staff initials, date of birth and position held.
- Information that makes up your **personnel file**, such as your contact details, sex, nationality, attendance records, training and appraisal records, education and employment history, references, information about your physical and mental health, and records relating to your DBS check.
- **Financial information**, such as salary records, income tax and NI records, and pension records.
- **Statutory health records**, such as COSHH health surveillance records and details of exposure to asbestos or ionising radiation.
- If you participate in **trips and visits** we may collection information such as your passport details, additional medical information and details of your travel insurance.
- When using College IT systems your personal information will be recorded as part of **security and audit logs**. This will include details such as your username, IP address, details about your device and the times and dates you access specific services.
- **CCTV footage** of you may be captured when you are on the College campus.
- **Marketing information**, including photos of you and information about your time at the College.
- **Health and safety information**, such as accident records.

Where do we get information about you?

Most of the information we hold about you either comes directly from you, or is generated by us in the normal day-to-day operations of the College.

We also receive information from third parties, such as:

- Organisations that provide and administer pension schemes
- Disclosure and Barring Service
- Your previous employers or education providers

Why we collect and use your information, and the lawful basis for doing so

The purposes for which we use your information and the legal basis on which we rely are as follows:

- The majority of the information we hold about you is required for the **performance of your employment contract**.
- Some information is processed to fulfil our **legal obligations**, for example monitoring equality and diversity, ensuring the safety of students, maintaining financial records to comply with tax law, and ensuring compliance with Ofsted's Common Inspection Framework.
- We also process your data where it is necessary for the pursuit of our **legitimate interests**, such as;
 - monitoring IT systems to ensure their security, availability and to improve the services we offer;
 - to enforce or protect our contractual or other legal rights, or to bring or defend legal proceedings;
 - recording CCTV and monitoring of door/gate access logs to ensure the security and safety of the College campus and its community;
 - marketing

How long we keep your information

Your basic information will be kept for 50 years after you leave College. This allows us to confirm your employment at the College for referencing purposes and handle pension related queries.

Your personnel record will be kept for 10 years after you leave. This allows us to provide references for you and defend against legal claims.

Financial records will be kept for 6 years after the end of the financial year to which they relate, in order for us to comply with our legal obligations.

Statutory Health Records, if applicable, will be kept between 40 and 60 years in order to comply with our legal obligations.

Information about you, including photos, may be kept, and used for marketing purposes, for up to 3 years after you leave College.

We keep CCTV footage for up to 30 days, unless a specific incident has occurred and the images are saved for an investigation. In this situation, the images may be stored for up to 6 years.

IT security and audit logs are kept for up to 12 months.

Your bank details and the details of your emergency contacts will be erased from your personnel file within 12 months of you leaving, although your bank details may exist as part of financial records for 6 years after the end of the financial year to which they relate.

Who we share your information with

We share your information with the following third parties:

- Surrey County Council payroll services
- Disclosure and Barring Service
- Organisations that provide and administer pension schemes
- The S7 Consortium of Sixth Form Colleges
- Ofsted, Auditors and other legal and professional advisors.
- Third parties acting on our behalf, such as;
 - IT services providers including Microsoft, Adobe and many of the companies that provide online resources to the LRC
 - IT recycling and secure disposal service providers, for the purpose of secure disposal of IT equipment
- Courts, law enforcement agencies, and other emergency services as necessary to comply with a legal requirement, for the administration of justice, to protect vital interests, to protect the security or integrity of College operations, and to detect, investigate and prevent crime.
- Travel agents, airlines and other companies if you have signed up for a trip
- The press and the general public for marketing purposes

Transferring your data outside of the European Economic Area

The majority of your information is stored and processed within the European Economic Area (EEA).

Your basic personal details, including your name, email address and staff initials will be shared with IT Service providers that host part, or all of their services outside of the EEA. In these situations, we ensure contractual obligations are in place to protect your personal data to the standard required in the UK.

If you participate in a trip abroad, your information may be transferred outside of the EEA. We will endeavour to ensure appropriate safeguards are in place where possible.

Security

The College takes the security of your personal data very seriously. We have implemented strong organisational and technical security safeguards to prevent unauthorised disclosure or access to your information.

Data Sharing Agreements are in place with all organisations we share your personal data with, and all data is transferred using strong encryption.

The College complies with all relevant data protection legislation.

Your rights

If you have any queries about this privacy notice or how we process your personal data, we would ask you to raise your concern with us in the first instance by talking to the Personnel Department, or alternatively by contacting the Colleges Data Protection Officer:

The Data Protection Officer
Esher Sixth Form College
Weston Green Road
Thames Ditton
KT7 0JB

Email: dataprotectionofficer@esher.ac.uk
Telephone: +44 208 398 0291

If you are not satisfied with how we process your personal data, or how we have handled your query, you can make a complaint to the Information Commissioner. (<https://ico.org.uk/concerns>)

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: <https://www.ico.org.uk>.

Access to your information

You have the right to request a copy of the information that we hold about you. Usually we will provide this information to you free of charge and within 30 days.

Transferring your data

You have the right to request a copy of your personal data in a commonly used machine-readable format such as CSV or Microsoft Excel XLSX so that you can transfer your data to another organisation. We have to provide this to you free of charge and process your request within 30 days. You can also ask us to send your data directly to another organisation.

Correcting mistakes

You have the right to request we update any information we hold about you if you think it is incorrect, incomplete or out of date.

If we believe the information we hold about you is correct we may refuse to update our records, but we will note your objection.

Objecting to how we process your data

Where we rely on *Legitimate Interests* or *Public Interest* as the legal basis for processing your personal data, you have the right to object, on grounds relating to your particular situation, to us processing your personal data where you feel the processing has a disproportionate impact on your rights.

Withdrawing consent

We do not rely on consent as a lawful basis for processing any of your personal information.

Automated processing

We do not carry out any automated processing.

The right to be forgotten

You can ask us to erase your personal data in the following situations:

- The data is no longer necessary in relation to the purpose for which it was originally collected.
- You have objected to us processing the data and there is no overriding legitimate interest for us to continue the processing.
- Your personal data was unlawfully processed.
- Your personal data has to be erased in order to comply with a legal obligation.

We may in some circumstances refuse to erase your personal data. If we do this we will explain why, and our legal basis for doing so.

Restricted processing

In the following situations, you can tell us to stop or restrict the processing of your personal data.

We will continue to store the data, but we will only be able to use it in the ways you specify.

- You have asked us to update your data, and you want us to stop using it until we have updated it.
- You have objected to the way in which we process your data and you want us to stop using it until we have finished evaluating your objection.
- We processed your data unlawfully and you want us to restrict access to the data instead of deleting it.
- We no longer need the data, but you require it to establish, exercise or defend a legal claim.