

## Staff Privacy Notice

This Staff Privacy Notice applies to all staff working for Ashbourne College in any capacity.

### **How the College uses personal data**

The College processes personal data relating to employees, or those otherwise engaged to work, at the College. This information is used for employment purposes to assist in the running of the College and/or to fulfil legal and compliance obligations.

Personal data collected and used includes (but is not limited to) identifiers such as names, date of birth, emergency contact numbers, National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence data. The College may also hold data received from other organisations, including for example Disclosure and Barring Service records.

The personal data may be used to:

- Enable staff to be paid.
- Facilitate safe recruitment, as part of the College's safeguarding obligations towards students.
- Support effective performance management.
- Inform recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable equalities monitoring.

The College will not share information about employees or staff with third parties without their consent, unless the law permits. Where it is legally required, or necessary (and it complies with UK data protection law), the College may share personal information about staff with the local authority, Department for Education and regulators, such as OFSTED or the Independent Schools Inspectorate, for example.

The College uses third party services to assist with the management of services, such as finance and payroll. This involves passing on certain personal data such as National Insurance numbers, pension details, student loans and bank account details for the provisions of finance.

The College also uses a third party pension provider. It is required by law to enrol staff on a pensions scheme and therefore involves passing on certain personal data to the pensions provider.

Data protection law permits staff the right to:

- obtain access to, and copies of, the personal data that the College holds about them;
- require the College cease processing their personal data if the processing is causing them damage or distress;
- require the College not to send them marketing communications;
- require the College to make corrections to personal data held if it is incorrect;
- require the College to erase their personal data;
- require the College to restrict data processing activities (and, where this processing is based on the staff's previous consent, they may withdraw that consent, without affecting the lawfulness of the processing based on consent before its withdrawal);
- receive from the College the personal data held about them which they have provided to the College, in a reasonable format specified by them, including for the purpose of transmitting that personal data to another data controller;
- object, on grounds relating to their particular situation, to any of the College's particular processing activities where they feel this has a disproportionate impact on their rights.

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

If staff have given their consent and wish to withdraw it, they should contact the College's Compliance Officer using the contact details set out below.

Where the College's processing of personal data relies on staff's consent which is subsequently withdrawn, the College may not be able to provide all or some aspects of the College's services to the staff member and/or it may affect the provision of those services.

### **Contact the College**

If staff have any queries about this privacy notice or require more information about how the College stores and uses personal data please contact the Compliance Officer. Further details can also be found in the [Data Protection Policy](#).

Requests to access personal data held by the College may be made in writing, either by email or letter, to the Compliance Officer:

Mike Kirby  
Ashbourne College  
17 Old Court Place,  
Kensington,  
London, W8 4PL  
[mike.kirby@ashbournecollege.co.uk](mailto:mike.kirby@ashbournecollege.co.uk)

If staff are not satisfied with how the College is processing their personal data, they can make a complaint to the Information Commissioner.

More information about data protection legislation can be found on the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).

# Staff Data Protection Declaration

Please read this Staff Privacy Notice and Data Protection Policy before signing this declaration.

## Declaration

I, [Print name and surname]

\_\_\_\_\_

confirm that I have read and understand the Staff Privacy Notice and my responsibilities according to the Data Protection Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

+44(0)207 937 3858