

Staff Privacy Notice

This Notice covers the college workforce: those employed to teach, or otherwise engaged to work at Ashbourne Independent Sixth Form.

How we use your information

We process personal data relating to those we employ, or otherwise engage to work at, our college. We use this information for employment purposes to assist in the running of the college and/or to fulfil our legal and compliance obligations. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring;

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- the Department for Education (DfE)

We also use third party services to assist with the management of the schools services, such as finance and payroll. We are required to pass on some of your personal data, such as National insurance, pension details, student loan, bank account for the provisions of finance.

We also use a third party pensions provider. We are required by law to enrol our staff on our pensions scheme and therefore must pass some personal data to our pensions provider.

If you require more information about how we store and use your personal data please refer to our Lead Data protection and Policy officer (Sahib Kaur Marwaha).

This policy can be found on our website at <https://www.ashbournecollege.co.uk/college-policies/>

Under the DPA you have the following rights:

- to obtain access to, and copies of, the personal data that we hold about you;
- to require that we cease processing your personal data if the processing is causing you damage or distress;
- to require us not to send you marketing communications.

Once the GDPR comes into force in May 2018, you will also have the following additional rights:

- to require us to correct the personal data we hold about you if it is incorrect;
- to require us to erase your personal data;
- to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

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

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Lead Data protection and Policy officer by meeting (email sahib@ashbournecollege.co.uk).

To request access to the personal data that we hold about you, you may contact our LCPO by email as above or by post.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.
You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

ASHBOURNE

Independent Sixth Form College Kensington

Staff Data Protection Declaration

This form should be signed by the Employee after reading the Staff Privacy Notice, Data Protection Summary and Data Protection policy attached.

Declaration

I,

_____ ,
(Print name and surname)

confirm that I have read and understood the the Employee Privacy Statement and my responsibilities according to the Data Protection Policy.

Signature

Date _____

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