

# Privacy Notice - Employees

## Introduction

Worcester Sixth Form College (WSFC) takes its responsibilities in regard to personal data very seriously. We are committed to collecting only what is necessary, keeping it safe and only using it for the purposes we have said we will. Our aim is to be transparent about how we look after and use your data and fully embrace your rights to understand what we do and have access to your personal information.

The Heart of Mercia multi-academy trust (of which WSFC is a part) is the data controller of personal information about you. The trust is registered with the Information Commissioner's Office under registration number ZA523083.

## The categories of information that we collect, hold and share include:

- personal information e.g. name, date of birth, contact details;
- personal information under special categories e.g. medical information to allow the College to support employees in their work;
- work related information e.g. holiday requests, induction, lieu sheets
- performance management information e.g. lesson observations, student outcomes
- professional development e.g. appraisals, training records
- references e.g. employment reference from previous employer;
- evidence of right to work e.g. passport;
- Identification information e.g. utility bills, driving licences

## Why we collect and use this information

We use your data:

- to facilitate pay, pension contributions and meet commitments to HMRC
- to meet obligations for safer recruitment
- to assist in professional development and performance management
- to ensure equality and diversity in the workplace under the Equality Act 2010
- to ensure the College is meeting its responsibilities under the Employment Act

## The lawful basis on which we use this information

- Contractual: when entering employment or during employment
- Consent: when not requirement of employment
- Legal obligation: the processing is necessary to comply with the law
- Processing is necessary for carrying out the obligations and rights of the employer or employee.
- Processing is necessary to allow us to perform our Public Task

## Collecting your information

The majority of information you provide to us is mandatory. If information is provided to us on a voluntary basis, we will inform you whether you are required to or if you have a choice.

CCTV is present on the College site externally, internally in corridors, workspaces, classrooms and student common areas to help ensure the safety and aid in the prevention of actions that could be of detriment to all.

## **Storing your data**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply to work with us, but your application is unsuccessful, we will keep your personal information for no more than twelve months from the date of the application being submitted.

When you have become a employee, we will keep your personal information for as long as you work with us and then after you leave, we will keep your personal information for six years from the end of the academic year in which you cease to be an employee.

## **Who we share your information with**

We routinely share information with:

- The Secretary of State for Education acting through the Education and Skills Funding Agency (ESFA) an executive agency of the Department for Education (DfE)
- Teachers Pensions
- Worcestershire Local Government Pension Scheme (LGPS)
- The Education and Training Foundation (the Foundation)
- Liberata Payroll Services - Mercury HR Payroll System
- Liberata School Employee Services
- Liberata HR Consultancy Service
- CIPHR - HR System
- eSafeguarding - Disclosure and Barring Service (DBS) checks
- LORT - Local Health Protection Team
- MailChimp - to manage our email communication
- Employers you may apply to

## **Why we share your information**

We do not share information about our employees with anyone without consent unless the law and our policies allow us to do so.

We use the services provided by third parties for HR (Liberata & CIPHR) and payroll (Mercury).

The requirement placed on us by EFSA to submit workforce data in the form of the Further Education Workforce Data Collection.

To ensure the safety of our students, and meet our obligations as an education provider DBS checks are carried out. The majority of information you will supply directly to the provider of the check.

We currently transfer your email addresses to the United States in relation of the use MailChimp to manage email communication. This enables us to contact you to fulfil our legal duty.

We share your data with the Local Health Protection Team to report notifiable diseases.

To find out more about the Further Education Workforce Data Collection and the requirement placed on us by the ESFA for our workforce data visit:

<https://www.gov.uk/government/publications/further-education-workforce-data-collection> To

view the Privacy Notice for the Further Education Workforce Data Collection visit:

[https://assets.publishing.service.gov.uk/media/64afdc59c033c1001080623d/Privacy\\_Note.pdf](https://assets.publishing.service.gov.uk/media/64afdc59c033c1001080623d/Privacy_Note.pdf)

To find out more about the Teachers' Pension Scheme visit:

<https://www.teacherspensions.co.uk/public/legal.aspx> To

find out more about DBS Checks visit:

<https://www.gov.uk/dbs-check-applicant-criminal-record>

To find out more about the company used for DBS Checks visit:

<https://www.esafeguarding.co.uk/>

The College may amend this Privacy Notice, if however the College substantially changes the way we use your personal information, we will amend this notice to notify you of the changes.

Date of next review – January 2027