

East Kent College Record of Processing Activities - Staff

Record type	Data type	Data sources										Lawful basis for processing data	Details of lawful basis for processing data	Who may have access to the data?					
		Computer drive/emails	CV Minder	HR Portal	Jane (current HR system)	Source and HR Select (legacy HR systems)	Other (specify in comments)	Paper	Payroll (Jane and Itrent)	Consent	Performance of a contract			Legal obligation	Vital interests	Public interest	Auditors - internal and external	Employee	HR staff
Application	P/S	X	X				X				X		Evidence of knowledge, skills, experience to meet requirements of role Ensure the applicant is suitable for the role Rehabilitation of Offenders Act 1974 Immigration Act 2016. Evidence of right to work Safeguarding and Vulnerable Groups Act 2006 Equality Act 2010	X	X	X	X		X
Attendance/sickness absence	P/S	X	X	X			X	X			X		Monitoring absence in accordance with the sickness absence policy Equality Act 2010 Resource planning Accurate sick pay payment	X	X	X	X	X	
Certificates and qualifications	P	X	X	X			X				X		Ensure the applicant is suitable for the role Evidence of knowledge, skills, experience to meet requirements of role Evidence for Ofsted	X	X	X	X		
Consent forms (privacy, photographic, subject access etc)	P	X		X			X				X		Data Protection legislation Immigration Act 2016. Evidence of right to work Rehabilitation of Offenders Act 1974 Safeguarding and Vulnerable Groups Act 2006	X	X	X	X		
Contact details - name, address, email, telephone number, next of kin	P	X	X	X	X		X				X		Administer employment records Data Protection legislation Contact in event of an emergency	X	X	X	X	X	X
Criminal convictions/DBS records	P/S	X	X	X	X						X		Rehabilitation of Offenders Act 1974 Safeguarding and Vulnerable Groups Act 2006 Protect the health, safety and welfare of students and staff		X	X			X
Disability/learning difficulty	P/S	X	X	X			X				X		Equality Act 2010 Duty of care to facilitate staff health and wellbeing Statistical data analysis and returns		X	X	X	X	
Disciplinary	P/S	X		X			X				X		Reinforce the Staff Code of Conduct Take action in the event of non compliance with legislation and/or college policies and procedures Protect college reputation		X	X	X		
Employment contract (terms and conditions)	P/S	X					X				X		To administer and manage the contract and staff relationship Resource planning Employment Rights Act 1996 and subsequent amendments Statistical data analysis and returns	X	X	X			
Ethnicity	S	X	X	X							X		Equality Act 2010 Public Sector Equality Duty 2011 Statistical data analysis and returns		X	X	X		
Finance/loan payment arrangements	P	X		X			X	X			X		Take payments for co funded staff training, bike/computer loans etc		X	X			X
Gender	S	X	X	X			X				X		Equality Act 2010 Public Sector Equality Duty 2011 Statistical data analysis and returns		X	X	X		
Grievance /complaints	P	X					X				X	X	Investigate and resolve concerns to improve staff experience Public Sector Equality Duty 2011 Equality Act 2010		X	X			X
Health and safety records - accident, incidents etc.	P/S	X					X				X		Facilitate the investigation and prevention of accidents and incidents Health and Safety at Work Act 1974 Reporting of Dangerous Injuries, Diseases and Dangerous Occurrences 2013		X	X	X		X
Images (photographs, CCTV, video recordings)	P	X			X						X		Prevention and detection of crime Protect the health, safety and welfare of students and staff Production of ID cards Counter-Terrorism and Security Act 2015		X	X	X		X
Interview (recruitment and exit)	P/S	X	X	X			X				X		Ensure the applicant is suitable for the role Equality Act 2010 Rehabilitation of Offenders Act 1974 Safeguarding and Vulnerable Groups Act 2006		X	X	X		X
Items on loan	P	X					X	X			X		To manage college resources		X	X			X
Job title, work contact details (email address, telephone number)	P	X	X	X			X						Contact lists for college administrative functions Publication Schedule (Freedom of Information)	X	X	X	X		X

