

DATA PROTECTION AND PRIVACY INFORMATION

STAFF EMPLOYMENT



This Data Protection Privacy Notice explains what personal data EKC Group collects and uses for the purposes of administering and managing your contract of employment with EKC Group. We will only use your data for these purposes and we undertake to keep your personal data confidential at all times.

The Data Controller's registered address is:	EKC Group Ramsgate Road Broadstairs Kent CT10 1PN
The Data Protection Officer's contact details are:	M: DPO@eastkent.ac.uk T: 01843 605024

What data we collect about you:

In addition to the information you supplied on your application, we will process the following data:

- Information about your contract of employment (or services) including start and end dates of employment, role and location, working hours, details of promotion, salary (including details of previous remuneration), pension and other benefits entitlement
- Bank details
- NI number
- Evidence of your eligibility to work in the UK (copies of personal documents that identify you)
- Details of any spent or unspent criminal convictions to support Disclosure and Barring Service checks (copies of personal documents to support your DBS application)
- Attendance and sickness records
- Details of your next of kin
- Gender, ethnicity and date of birth
- Details of any disabilities and learning difficulties (where you disclose them)
- Physical and mental occupational health records
- Job performance, appraisal and disciplinary records
- Your photograph and photographic consent
- Grievances and complaints that you lodge (where applicable)
- Health and safety accidents, incidents and near misses
- Outcomes of recruitment and exit interviews
- Items of college property that you have on loan e.g. library resources
- Your work contact details (job title, telephone number, email address)
- Tax, NI and other statutory contributions
- Annual, statutory (maternity, paternity, adoption) and other leave records
- Personal emergency evacuation plans (where applicable)
- Restructure documentation
- Risk assessments (where applicable)
- References
- Training, development and induction records
- Trade Union subscription payments
- Details that you disclose to us about your welfare and wellbeing

DATA PROTECTION AND PRIVACY INFORMATION

STAFF EMPLOYMENT



- Maternity, paternity and adoption leave payments

We will use your data to:

- Communicate with you
- Ensure that you continue to be eligible to work in the UK
- Manage absence or sickness in accordance with the College's policy
- Ensure that you have suitable training and development
- Plan and manage College resources
- Provide and obtain references including DBS checks and occupational health checks
- Administer EKC Group's disciplinary and grievance procedures
- Publish staff contact lists for internal use
- Administer annual and other leave arrangements
- Produce employee identity cards
- Meet legal requirements for equality, health and safety, data protection, safeguarding, tax and national insurance
- Make reasonable adjustments to help you in cases of learning difficulty/disability and/or physical and mental health issues
- Let you know about staff benefits, college news and updates
- Support your physical and mental health and wellbeing

We can legally use your data because:

- We have a contract of employment with you
- We must be able to demonstrate how we comply with the law
- We need to protect the vital interests of you and others

Who may have access to your data?

- You
- Your manager
- HR staff
- Payroll staff
- Occupational Health Services
- HMRC
- Department of Social Security
- Internal and external Auditors

We will keep your data for:

- Generally we will keep your data for the length of your contract + 6 years. However, there are some categories of data that we will keep for a longer or shorter time. Please check the Register of Data Processing Activities (ROPA) or contact the Data Protection Officer for further information.

We will destroy your data via a confidential waste service at the end of the retention period.

You have the right to:

- Access your data within 20 working days of your written or verbal request
- Have your data amended if the details are incorrect
- Refuse processing of your data**

DATA PROTECTION AND PRIVACY INFORMATION

STAFF EMPLOYMENT



- Object to processing of your data**
- Have your data deleted**

**If you withdraw your consent for some or all criteria, please be aware that we will not be able to do this as there is a contractual arrangement in place.

How to lodge a complaint if you're not satisfied with the way we've managed your data

Firstly in writing to the DPO@eastkent.ac.uk

If you're still not satisfied you can contact:
The Information Commissioner's Office
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk