



## Employee Privacy Notice

This privacy notice has been written to inform prospective, current, and former employees of High Tunstall College of Science, about how and why we process their personal data.

### Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and the Data Protection Act 2018 to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact Mr Peter Ireland, Compliance Officer, ([PIreland@hightunstall.hartlepool.sch.uk](mailto:PIreland@hightunstall.hartlepool.sch.uk)) or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of the college in all correspondence.*

### What information do we collect and why do we need it?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, employee or teacher number, national insurance number etc)
- Previous job experience and qualifications (including copies of certificates and employment references)
- Information about your employment attendance (including reasons) and performance (including disciplinary information)
- Information about your ethnicity, religious beliefs, gender and trade union membership (for the purposes of equality monitoring)
- Information about your right to work
- Relevant medical information which affects your employment
- Relevant criminal history data as required to determine suitability for the role

- Emergency contact information of those individuals you identify
- Financial information, including bank account information, tax, national insurance and pension contributions to facilitate salary payments
- Contract information, including post, roles, start date, hours worked etc.
- Records of communications and interactions we have with you, including telephone call recordings
- E-monitoring information in relation to your use of the school's network and IT systems

Methods of collecting this information about you:

- Documents supplied by you in the course of your job application or at supplementary points
- Checks carried out with professional bodies
- Information provided by previous employers or recruitment agencies
- Directly from you.

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6(1)(b) (contractual obligation), Article 6 (1)(c) (legal obligation), Article 6 (1)(f) (legitimate interests), Article 9 (2)(b) (employment and social security and social protection law) and Article 9 (2)(g) (Reasons of substantial public interest – condition 18 (safeguarding of children and vulnerable people) of Part 2 of Schedule 1 of the DPA 2018) of the UK GDPR:

- Contractual requirements
- Employment checks e.g. right to work in the UK
- Salary requirements
- Inform the development of recruitment and retention policies, and to allow us to monitor whether these policies are effective in promoting diversity in the workforce
- In order to meet our health and safety obligations with regard to prevention of the spread of infection during a global pandemic by providing you with a safe place to work
- In order to conduct risk assessments to be able to maintain adequate and safe staffing levels during a global pandemic
- We also may retain some information for historical and archiving purposes in the public interest.

To process your criminal history data, the college relies on the following conditions under Schedule 1 of the Data Protection Act 2018:

- (6). Statutory and government purposes
- (8). Equality of Opportunity or treatment (?)
- (10). Preventing or detecting unlawful acts
- (18). Safeguarding of children and individuals at risk

## **Photographs & Visual Images**

We will seek your consent to use your photo or video image on our website or for other college purposes, such as the Expressions Magazine. CCTV images will only be used by the college for safeguarding and security purposes only. Please note that you can withdraw this consent at any time.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting Mr Peter Ireland, Compliance Officer ([PIreland@hightunstall.hartlepool.sch.uk](mailto:PIreland@hightunstall.hartlepool.sch.uk)).

## **Who has access to your personal data?**

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s), the headteacher's PA and relevant administrative staff.

Your name and job title, will be available in our internal Team Tunstall booklet. Your name, email address and internal extension number will be available on our staff list on our website. Photographs will be displayed on the website for staff with key roles within the college.

## **Who do we share your personal data with?**

We will share your information with the following organisations:

- The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our college employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- HM Revenue & Customs
- Department of Work and Pension, if applicable
- Pension Fund/Teachers' Pensions fund
- Any salary sacrifice arrangement you sign up to e.g. a charity, Everybody Benefits
- Your trade union, if applicable
- Examining bodies, if applicable
- Local authority – Hartlepool Borough Council
- Payroll administrator – Hartlepool Borough Council
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference
- Teach First (for trainee teachers only)
- The Everlearner
- Police (CCTV footage if requested)
- The Careers and Enterprise Company

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

The college also has a specific duty (section 537A of the Education Act 1996) to share your information with the Department of Education for the purpose of the annual school census.

## **How long do we keep your personal data for?**

High Tunstall College of Science will keep your data in line with our Records Management Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## **Do you transfer my data outside of the UK?**

Generally, the information that the college holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as

'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

## **What rights do you have over your data?**

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: Mr Peter Ireland, Compliance Officer ([PIreland@hightunstall.hartlepool.sch.uk](mailto:PIreland@hightunstall.hartlepool.sch.uk)) at the college.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) // 0303 123 1113

## **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 29 March 2023