

NORTH EAST
SCOTLAND
COLLEGE



STAFF

PRIVACY NOTICE



North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our staff privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.

WHO ARE WE?

North East Scotland College (NESCol) is responsible for looking after the personal data you give us when joining Library+. We are known as the 'data controller'. Our address is:

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Our Data Protection Officer (DPO) is Jacqueline Gillanders and you can contact her by email at: dataprotection@nescol.ac.uk

WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?

The College needs to collect and process personal data about you in order to manage the employment relationship at every stage, from recruitment of staff to employment to leaving NESCol (through retirement, moving on or any other reason).

WE WILL PROCESS YOUR DATA TO:

- Manage the application and recruitment processes
- Make reasonable adjustments for candidates with a disability
- Maintain staff records as part of the HR systems
- Provide support and services such as occupational health
- Manage attendance and performance
- Ensure the provision of college services such as teaching, including electronic delivery which may also include recorded lectures
- Undertake enquiries and investigations regarding complaints, staff conduct, fitness to practice and any other enquiries in line with college procedures
- Carry out criminal records checks through Disclosure Scotland including PVG scheme membership
- Manage college services such as IT, library and events
- Administer financial processes such as payment of salaries, tax and staff benefits
- Communicate with staff, including email, texts and other electronic communications
- Provide statistical reports to education bodies such as the Scottish Funding Council
- Provide information to government health bodies for public health purposes, such as the COVID-19 pandemic
- Ensure the College operates fairly and safely, including equal opportunities monitoring, management of behaviour or disciplinary issues, monitoring of quality and performance, health and safety matters and use of CCTV
- Contact your emergency contacts
- Provide references to future employers
- Maintain statistics and archives

This list is not exhaustive but indicates the main reasons that we will process your data. There may be other purposes for which there will be justification, however we will only use your personal information for the purpose(s) for which it was collected and any other compatible purpose(s).

OUR LAWFUL BASIS FOR THE PROCESSING

We will process your personal data on the basis of:

- Contract – as you take steps to, have or have had an employment contract with us. The College must use your personal information to fulfil its contractual obligations to you. Without processing your information, it will not be possible for you to become a member of staff.
- Legal obligation – We will process your personal data where the processing is necessary to comply with a legal obligation. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.
- Protecting your vital interests
- Being necessary for the performance of a public interest task – for example to ensure the effective delivery of teaching to our students, or for reporting to the Scottish Funding Council for audit purposes.
- Legitimate interests – where processing would not override the interests of data subjects and is not in relation to core functions.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

The College collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- your date of birth, gender, marital status and dependants
- identification such as driving licence or passport or utility bill
- your CV, cover letter and references from previous employer(s)
- the terms and conditions of your employment, including salary, workplace location and benefits entitlements
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the college
- information about your nationality and entitlement to work in the UK
- information about your remuneration, including deductions at source
- trade union membership, including deductions
- details of your bank account, national insurance number, tax status and payroll records
- information about your next of kin and emergency contacts
- criminal convictions data and information obtained through the PVG scheme from Disclosure Scotland
- details of your working pattern (days of work and working hours) and attendance at work
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave

- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- assessments of your performance, training you have participated in, performance development plans and related correspondence
- information about medical or health conditions, for example for absence reporting and monitoring, or for assessing whether or not you have a disability for which the organisation needs to make reasonable adjustments
- equal opportunities monitoring information, including e.g. information about your ethnic origin, sexual orientation, disability, religion or belief.

HOW DO WE COLLECT INFORMATION ABOUT YOU?

We will collect information about you:

- From you directly (in writing, by telephone and in person) when you apply for a job with NESCol and while you are employed. For example you may provide data on an application form, via interview or on documents such as your passport or CV
- From your previous employer(s) in relation to your application, your employment and any ongoing support
- As part of your employment with NESCol, for example through performance assessments, conduct use of IT systems
- From Disclosure Scotland, in relation to criminal records checks
- From government agencies, such as HMRC, in relation to tax and pensions

WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?

The College may share your data with organisations in the following categories

- College departments such as HR, IT and the employing team/ department
- Authorised agencies or departments of the Scottish or UK Governments, for example: Disclosure Scotland; Scottish Further & Higher Education Funding Council (SFC); HMRC; Health & Safety Executive; identified health bodies for public health purposes (for example in relation to the COVID-19 pandemic)
- Pension Scheme providers, where you are enrolled in one
- Staff benefits providers
- Teaching and non-teaching unions and representative bodies (eg EIS, Unison, ACAS, General Teaching Council for Scotland)
- Auditors
- Occupational health services, where appropriate
- Employee Assistance Programme and its provider, where appropriate
- Service providers to the College eg lawyers, systems providers
- Other employers where you have permitted them to request a reference from us
- Your bank, in order that you can be paid
- IT services such as Microsoft (for emails, apps and other services used as part of the Microsoft suite) and others used for teaching purposes (such as BlackBoard)
- Law enforcement agencies such as the National Fraud Initiative
- Student loans companies, where deductions are taken from source

The college has safeguards in place to protect your data when it is shared with third parties. These safeguards are documented in contracts and in data sharing agreements.

HOW LONG DO WE KEEP YOUR DATA?

Your data will be kept in line with the College's Data Retention Schedule.

DO WE TRANSFER YOUR PERSONAL INFORMATION TO ANY THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS?

There may be some circumstances where your data is shared beyond the EEA, for example if a software provider has data storage outside the EEA. NESCol will ensure that appropriate safeguards are in place to protect your personal data and your rights.

DO WE USE AUTOMATED DECISION-MAKING PROCESSES, INCLUDING PROFILING?

Employment decisions are not based solely on automated decision-making.

YOUR RIGHTS

You have legal rights about the way the College manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask the college to change any data held about you that is incorrect or incomplete
- Ask the college to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask the college to erase your data (known as the 'right to be forgotten')
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask the college for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The College website has more information on your rights (www.nescol.ac.uk/dataprotection) and you can also contact our Data Protection Officer for help.

DPO AND CONTACT DETAILS

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the College's Data Protection Officer in the first instance:

Jacqueline Gillanders

Data Protection Officer

North East Scotland College
Gallowgate
Aberdeen
AB25 1BN

Email: dataprotection@nescol.ac.uk

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at www.ico.org.uk



T: 0300 330 5550
E: enquiry@nescol.ac.uk

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