



Staff Privacy Notice

Introduction

1. This notice provides details about how we use your personal information while you are a current or former employee, contractor, intern, casual worker, agency worker, apprentice, affiliated lecturer, associate, external examiner or assessor, honorary and emeritus staff, or academic visitor at Spurgeon's College. If you fall into one of these categories then you are a 'data subject' for the purposes of this notice. As a member of staff (or equivalent) you also have certain legal and contractual responsibilities to protect the personal information of other people (e.g. other employees, students, research participants) by handling it appropriately.
2. The College is the 'Data Controller' of your personal data and is subject to the General Data Protection Regulation 2016 (GDPR). We are registered with the Information Commissioner's Office (ICO).
3. This notice does not form part of any contract of employment or other contract to provide services.

What is personal information (also known as a personal data)?

4. 'Personal information' means any information about you from which you can be identified from that information alone or taken together with other information. It does not include data where your identity has been removed and where you can no longer be identified (anonymised data). It is important that the personal information that we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How does this notice relate to other information about data protection?

5. It is important that you read this notice, together with any other relevant policies such as the College Data Protection Policy.

What personal information do we collect?

6. We only collect the data we need and keep that data up to date.

7. Personal data the College may need to collect use and retain, relating to or about you (depending on your role), includes:
 - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
 - Date of birth
 - Gender
 - Marital status and dependants
 - Next of kin and emergency contact information
 - National Insurance number
 - Bank account details, payroll records and tax status information
 - Salary, annual leave, pension and benefits information
 - Start date
 - Location of employment or workplace
 - Copy of driving licence
 - Copy of passport and, where relevant, visa and right to work documentation
 - Recruitment information (including copies of right to work documentation, details of your experience, education and training, references and other information included in a CV or cover letter or as part of the application process, and/or confirmation that you have satisfied a Disclosure and Barring Service enquiry, if required for the role)
 - Employment records (including job titles, work history, working hours, training records and professional memberships)
 - Salary, benefits and compensation history
 - Details about your role(s) in the College, including any information relating to your undertaking of such role(s) (for example copies of performance information including the annual appraisal process and sickness records)
 - Disciplinary and grievance information
 - CCTV footage and other information obtained through electronic means such as swipecard records
 - Photographs
 - Information about your use of our information and communications systems.
 - Occupational health assessments, and health and safety records.
 - Information about your use of academic and non-academic facilities and services that we offer
 - A Register of Interests, covering all academic staff and any support staff, who have relevant interests to disclose.

8. Where relevant, we may supplement these records with personal data from the public domain (for example, your publications) or other sources.

Special Category Data

9. The College will also process some information about you that is considered more sensitive and this is referred to as 'special category' personal data in the General Data Protection Regulation and Data Protection Act 2018. When we process this type of information we are required to apply additional protections. Special category personal data is defined as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person. In the UK this also includes any personal information relating to criminal convictions and offences.

How do we collect this personal information?

10. We receive this data directly from you from a variety of different sources, depending on how and where you interact with the College.
11. We receive a lot of this data from you when you:
 - Submit an application for a job at the College
 - Complete your new starter and payroll forms
 - Supply your passport or other identity documents at the start of your employment, at other times when necessary during your employment with us, or when we ask you to confirm your identity
 - Update your personal record during your employment or ask us to update your record in any way
 - Supply emergency contact details, in which case we will assume that the person whose details you give us are happy for these details to be shared with us by you
 - Request shared parental leave, in which case we will receive the spouse/partner's name and the name of their employer either from you or from your spouse/partner's employer
 - At various other times when you share it during the course of your employment, for example, during correspondence with you, during the annual appraisal process, if you need to take sick leave, or if your role changes.
12. If we do not receive information directly from you, we either generate it ourselves (such as your employee ID and username), or we receive it from third parties.
13. Data about you that we receive from third parties includes your employment references, tax details, results of criminal records checks, medical information and details of voluntary salary deductions.

14. We may receive this information from the following third parties:
- Professional or education organisations named as a referee
 - Individuals who you may have named as a referee
 - HM Revenue and Customs (HMRC)
 - Pensions scheme providers
 - Disclosure and Barring Service
 - Occupational Health professionals
 - In some cases, third parties carrying out pre-employment checks.

How do we use your personal information?

15. We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition. Most commonly, we will use your personal information in the following circumstances:
- Where we need to perform the contract we have entered into with you, e.g. to pay your salary.
 - Where we need to comply with a legal obligation, e.g. under the equality Act 2010.
 - Where it is necessary for our public task or legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests, e.g. in order to provide and operate our IT services to staff.
16. We may also use your personal information in the following situations, which are likely to be rare:
- Where we need to protect your vital interests (or someone else's interests).
 - Where it is needed in the public interest or for official purposes.
17. We do not use your personal information to carry out automated decision-making processes.

Examples of processing

18. Examples of the reasons or purposes the College will process your personal information, including, where appropriate, special category personal data include the following:
- To assess your suitability for a particular role or task (including any relevant right to work checks) and deciding whether or not to employ or engage you
 - Determining the terms on which you work for the College
 - Checking that you are legally entitled to work in the UK
 - Paying you, and, where applicable, making deductions as required by law
 - Liaising with your pension provider
 - Administering the contract that we have entered into with you, including where relevant, its termination
 - Business management and planning including accounting and auditing
 - Conducting performance reviews, managing performance and determining performance requirements

- Making decisions about salary reviews and benefits
- Assessing qualifications for a particular job, role or task, including decisions about promotions
- Carrying out a disciplinary or grievance or dignity at work investigation or procedure in relation to you or someone else
- Making decisions about your continued employment or engagement
- Assessing education, training and development requirements
- Monitoring compliance by you and the College with our policies and contractual obligations
- Monitoring and protecting the security (including the College network, information and electronic communications systems) of the College, of you, our staff, students or other third parties
- Monitoring and protecting the health and safety of you, our staff, students or other third parties
- Ascertaining your fitness to work and managing sickness absence
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task
- Dealing with legal disputes involving you or other employees, workers and contractors, including accidents at work
- Preventing fraud
- Paying trade union subscriptions
- Conducting data analytics studies, for example, to review and better understand employee retention rates
- To provide a reference upon request from a third party
- To comply with employment law, immigration law, contract law, health and safety law and other laws which affect the College
- To operate security (including CCTV), governance, audit and quality assurance arrangements, including producing a staff identity card which also involves the collection and storage of a digital photographs
- To deliver facilities (e.g. IT, libraries), services (e.g. accommodation) and staff benefits to you, and where appropriate to monitor your use of those facilities in accordance with College policies (e.g. on the acceptable use of IT)
- To communicate effectively with you by email, in the form of newsletters and bulletins with the intention of keeping you informed about important developments and events relevant to your role at the College. Where appropriate you will be given an opportunity to opt out of receiving these communications.
- To invite you to participate in staff surveys and to compile statistics and conduct research for internal and statutory reporting purposes
- If you are a also a student at the College we may also use your staff data for student administration purposes

- To support your training, health, safety, welfare and religious requirements
- To fulfil and monitor our responsibilities under equalities, immigration and public safety legislation and to monitor the effectiveness of the Equality and Diversity strategy
- To enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).

How do we use ‘special category’ personal information?

19. We will only process special category personal information in certain situations in accordance with the law. For example, we can do so if we have your explicit consent and, in some circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do, we will provide you with full details for the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent, which you can withdraw at any time, e.g. use of staff photographs on the website or other publicity. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.
20. We do not need your consent to process special category personal data when we are processing it for the following purposes as these satisfy another legal condition:
 - where we need to carry out our legal obligations e.g. equal opportunities monitoring, sickness related absence, or to provide workplace adjustments
 - where you have made the data public
 - where it is necessary to protect your vital interests or those of another person and where you/they are physically or legally incapable of giving consent
 - where processing is necessary for the establishment, exercise or defence of legal claims
 - where it is needed to assess your working capacity on health grounds
21. We will only process information relating to criminal convictions if it is appropriate given the nature of the role and where it is in accordance with the law. This will usually be where such processing is necessary to carry out our legal obligations.
22. Less commonly, we may use information relating to criminal convictions where it is necessary for the establishment, exercise or defence of legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Who has access to your personal information and where is it stored?

23. Your information may be shared internally with members of the HR and Finance teams, your line manager, managers in the area in which you work,

and IT, Library and Security staff if access to the data is necessary for performance of their roles.

24. Data will be stored in a range of different places, including your personal file, in Management information systems, and other IT systems such as the College email system, database, and telephone list.

How long do we keep your personal information?

25. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Records Retention Schedule.
26. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the College we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

What if you do not provide personal information?

27. We require you to provide us with any information we reasonably ask to achieve one or more of the purposes described above, for example to enable us to administer your contract or to comply with our legal obligations. If you fail to provide certain information when requested this will hinder our ability to administer your rights and obligations relating to your relationship with the College or we may be prevented from complying with our legal obligations.

Who do we share your personal information with?

28. Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, which may include the following:
 - Higher Education Statistics Agency (see HESA's statement about the uses made by them of your personal information.
 - Prospective and actual research funders or sponsors
 - The external service providers of the College, including payroll, benefits, rewards, occupational health, IT service providers and pension providers
 - Insurance providers
 - Relevant Government Departments (e.g. Department for Education, Home Office, Foreign and Commonwealth Office, Department of Health), executive agencies or non-departmental public bodies (e.g. UK Visas and Immigration, HM Revenue and Customs, the Health and Safety Executive), and Higher Education bodies (e.g. Office for Students)
 - Any relevant professional or statutory regulatory bodies

- Associated organisations or organisations of which the College is a member e.g. the Baptist Union
- Any relevant simultaneous employers
- If you are a member of a pension scheme we will share information with the administrators of that scheme
- Relevant trade unions
- The police and other law enforcement agencies
- Auditors
- We will include your basic contact details in our internal online directory, though you can control how much information is accessible internally. You may also choose to make your details available externally.
- Information about senior staff and certain other staffs published by the college
- We may disclose your name if this appears in information to be disclosed in response to a Freedom of Information request

29. In addition to the above, we may publish or disclose any personal information about you to external enquirers or organisations if you have requested it or consented to it, or if it is in your vital interests to do so (e.g. in an emergency situation).

International data transfer

30. Although most of the information we store and process stays within the UK, some information may be transferred to countries outside the European Economic Area (EEA). This may occur if, for example, one of our trusted partner's servers is located in a country outside the EEA, or to check academic qualifications. Where these countries do not have similar data protection laws to the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law.

How do we protect your personal information?

31. We are committed to holding your data securely and treating them with sensitivity. All data are held securely and in accordance with the Data Protection Act 1998. Your data are held on a database hosted on a secure server within the College's IT network.
32. We limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.
33. Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions contained within a contract, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

34. We have put in place procedures to deal with any suspected data breach. If you suspect a data breach has occurred at the College, the organisation has a duty to report this to the Information Commissioners Office (ICO) within 72 hours. Please report suspected data breaches to the Data Protection Officer as soon as you can.

Your rights and who to contact

35. We will always try to ensure that the data we hold for you are up to date, reasonable and not excessive. In certain circumstances, by law you have the right to:
- Be informed as to how we use your data (via this Privacy Notice)
 - Access or request a copy of the data we hold about you
 - Update, amend or rectify the data we hold about you
 - Change your communication preferences at any time to restrict how we process your data, or opt out of some or all communication from us
 - Ask us to remove your data from our records
 - Withdraw consent, where it is used as a legal basis for processing
 - Object to or restrict the processing of your information for any of the purposes outlined above.
36. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer.
37. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
38. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.
39. If you have any questions about this Privacy Notice, your data rights, or would like to receive a copy of the information we hold about you, please contact:

Rev Helen Stokley
Data Protection Officer
Spurgeon's College
South Norwood Hill
London
SE25 6DJ

dpo@spurgeons.ac.uk

+44 (0)20 8653 0850

40. If you feel that we have let you down in relation to your information rights then please contact us so that we can discuss this with you and rectify the situation.
41. You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.
42. From time to time, we may use your information for new purposes not currently described in this Privacy Notice. If our information practices change at some time in the future, we will always post the policy changes on this page.

Document control box			
Title	Staff Privacy Notice		
Date approved	29 September 2018	Implementation date	September 2018
Updated	November 2018		
Version	2	Supersedes version	1
Approving body		Governors	
Quality Code consulted			
Member of staff responsible		Director of Operations	