

## Privacy information for Exeter College employees, workers, volunteers and applicants

### Which organisation is processing my personal Data?

Exeter College Further Education Corporation  
Hele Road, Exeter, EX4 4JS  
01392 400 500

### Who is the person responsible for data protection?

The name of the Data Protection Officer (DPO) can be found at [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection).

The DPO can be contacted via [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection), by using number above or by email to [DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk).

### What does 'personal data' mean?

Any information relating to a natural person (the data subject) who can be identified, directly or indirectly, by reference to an identifier such as a name, identification number or one more other factors.

Some personal information falls into the 'special categories'. These include: race, ethnic origin, politics, religion, trade union membership, genetics, biometric data, health, sex life, sexual orientation.

### What does 'learner' mean?

A child, young person or adult who is cared for or enrolled at the college but is not engaged on or applying for a university-level course.

### What does 'student' mean?

An individual who is applying for or engaged on a university-level course.

### What does 'processing' mean?

Processing means collecting, recording, structuring, storing, amending, retrieving, consulting, using, disclosing, sharing and securely destroying data.

### Does the college have the right to process my personal data?

The college must only process personal data if it has a 'lawful basis' for doing so. Processing for different purposes may have different lawful bases. The college will explain its lawful basis for processing whenever it collects personal data.

### Legal Obligation

The college will process personal data in carrying out its contractual duties as an employer and for the purposes of carrying out identity, safeguarding, health and pre-employment checks including confirming the right of an applicant to work in the UK. Further processing will take place in carrying out payroll functions and the administration of taxation, pensions and other benefits.

#### **Carrying out the college's public tasks**

The college is a public body which has a public task to deliver education. In carrying out this task, the processing of personal data is required for the purposes of providing returns and information to regulatory authorities and government agencies.

Personal data will also be processed for the purposes of providing and managing Learning Resources and ICT services, according to local policy and legal regulation, and for purposes related to maintaining a healthy, safe and secure college environment.

#### **Fulfilling a contract to which the data subject is a party**

The college has a contractual obligation to process personal data for the purposes of carrying out payroll functions and the administration of taxation, pensions and other benefits. It will also process information relating to professional performance, disciplinary matters, attendance, grievance, sickness and health issues along with information relating to qualifications, training and professional development.

#### **With the informed and affirmative consent of the data subject**

Where the college proposes to process personal data with consent as the lawful basis, it will seek such consent in respect of each processing purpose. The college will provide the data subject with a means of withdrawing that consent.

#### **What categories of personal information are received from third parties?**

The college collects and processes information from third parties about applicants, workers, volunteers and employees. The received information may relate to employment history, employment and personal references, professional qualifications and accreditations, health and wellbeing, eligibility to work with young people and vulnerable adults, taxation and pensions. Sources of such information may include employment agencies, individuals and organisations nominated by applicants as referees, HMRC, Disclosure and Barring Service, Professional and Awarding Bodies, Health Professionals, students, customers and partners of the college.

#### **With which organisations and people does the college share personal information?**

Where there is a lawful basis to do so, employees', workers', volunteers' and applicants' personal information will be shared with HMRC, LGPS, TPS, UKCRB, Eden Red, Zurich and Simply Health. Employees', workers', volunteers' and applicants' personal information will be used by college employees and contractors who require it for the purpose of managing the college and discharging its duties as an employer.

Employees' and workers' personal information may be processed on behalf of the college by Cornwall County Council (payroll services).

#### **Does the college transfer personal information to other countries?**

The college will only transfer personal data to a jurisdiction beyond the European Economic Area if the EU-US Privacy Shield Framework applies or the transfer is subject to an Adequacy Decision, Binding Corporate Rules or Model Contract Clauses as set out in Chapter 5 of the GDPR. Further information can be found in the Data Protection Policy (s3.8).

### For how long does the college keep personal information?

Subject to the provisions of the Data Retention Exception Schedule, the college will retain personal data for a period of 7 years following the ending of its formal relationship with the data subject. Within 1 year of the 7th anniversary being achieved, personal data will be anonymised, deleted or securely destroyed.

The Data Retention Exception Schedule lists all permissible exceptions to the 7 year limit and is available on the Data Protection section of the college website. Exceptions may be determined by legal, contractual, business or subject rights requirements.

When an application for a job is made with the college, but is unsuccessful, the personal information will be kept for 6 months.

### What rights do data subjects have over their personal data?

Every individual, about whom the college holds personal data, has the following rights:

Right of access: the right to request a copy of the information held by the college

Right of rectification: the right to correct inaccurate or incomplete data held by the college

Right to erasure: in certain circumstances individuals can ask for their data to be erased from college records

Right to restrict processing: in certain circumstances individuals can ask the college to restrict the processing of their information

Right of portability: individuals have the right to have the data held by the college transferred to another organisation

Right to object: individuals have the right to object to certain types of processing such as direct marketing

Right to object to automated processing: individuals have the right to object to automated decision-making and profiling

Right to withdraw consent: individuals have the right to withdraw consent, previously given, where no other lawful basis for processing applies

The college does not process data for the purposes of automated decision-making or profiling.

### How should data subjects go about exercising their rights?

To exercise these rights, individuals or authorised representatives should contact the Data Protection Officer by the college website, email, telephone or letter.

[www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection)

[DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk)

01392 400500

Data Protection Officer, Room T404, Exeter College, Hele Road, Exeter, EX4 4JS

### How should data subjects complain if they have concerns?

Complaints may be raised with the college using the complaints procedure.

Complaints about the college may be raised with the Office of the Information Commissioner at: <https://ico.org.uk/concerns/>

### What are the responsibilities of the data subject?

Exeter College collects and processes personal data necessary for the operation and promotion of the college and in pursuit of the best interests of the data subjects. Individuals must provide accurate and complete personal data to enable the college to fulfil its obligations. Failure to do so may invalidate any contract to which the individual and the college are party.

Where it relies on the data subject's consent to process personal data, the college will provide an accessible means by which such consent can be withdrawn at any time.