

## 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 400500

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

The responsible person for data protection is the Data Protection Officer (DPO), whose details can be found at <https://exe-coll.ac.uk/dataprotection/>. The DPO Team can be contacted by emailing [DPO@exe-coll.ac.uk](mailto:DPO@exe-coll.ac.uk)

### What does 'personal data' mean?

Personal data is any information that identifies a data subject (a living person) directly or indirectly. Examples of personal data are name, address, identification number etc. Some information about a person is called 'special category data'. This includes race, ethnic origin, political opinions, religious beliefs, trade union membership, genetic and biometrical information, health, sex life and sexual orientation. This type of information receives additional protection.

### What does 'processing' mean?

'Processing data' means collecting, recording, filing, organising, storing, amending, retrieving, consulting, using, disclosing, sharing, and destroying information that identifies a living person.

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

Exeter College must only process personal data if it has a lawful basis to do so. If the college processes your information for different purposes, there may be different lawful bases. The lawful basis used will be explained whenever personal data is collected. These are the lawful bases that the college uses:

1. **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.

2. **Public Task:** The college is a public body which has the public task to deliver education. To deliver education the processing of personal data is required for a range of tasks:
  - advertising
  - enrolling
  - tutoring
  - safeguarding
  - teaching
  - assessing (including via publicly assessed qualifications)
  - recording
  - reporting
  - managing learners' educational progress, attainment and wellbeing
  - providing and managing learning resources and ICT services
  - maintaining a healthy, safe and secure college environment
  
3. **Fulfilling a contract:** 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.
  
4. **Consent:** Where the college proposes to process personal data with consent as a lawful basis, it will ask for such consent in respect of each processing purpose. The college will provide the means by which individuals can withdraw that consent again.

### **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

- Eden Red
- HMRC
- LGPS
- People's Pension
- Sodexo
- The Exeter

- TPS
- UKCRB
- Zurich

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 other countries, where it is safe to do so and in line with our Data Protection Policy and other relating documentation, which can be found at <https://exe-coll.ac.uk/dataprotection>

Data can be transferred safely where the UK is part of an Adequacy Decision, with Binding Corporate Rules or Standards Contractual Clauses.

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

The college keeps personal data for 7 years following the ending of its formal relationship with the individual. Within 1 year of the 7<sup>th</sup> anniversary, personal data will be anonymised, deleted, or securely destroyed.

The college has a Data Retention Schedule that lists all permissible exceptions to the 7 year limit and it can be viewed here <https://exe-coll.ac.uk/dataprotection>. 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?**

Everyone has the following rights:

- Right of access: the right to ask for a copy of the information held by the college.
- Right to rectification: the right to correct inaccurate or incomplete information held by the college.
- Right to erasure: in certain situations, individuals can ask for their data to be deleted from college records. Please note that certain data must be kept by the college because of other legal obligations. Where this is the case the situation will be explained.
- 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 personal data held by the college transferred to another organisation, where this is wanted.

- 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. In fact, the college does not process data for these purposes.
- Right to withdraw consent: individuals have the right to withdraw their consent again, which they have given previously. The college will only seek consent, where no other lawful basis for the processing applies.

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

To exercise these rights individuals or authorised representatives can contact the DPO via the college website, email, telephone, or letter.

<https://exe-coll.ac.uk/dataprotection>

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

01392 400500

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

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

Complaints may be raised using the college Compliments, Comments and Complaints Procedure which can be found here <https://exe-coll.ac.uk/dataprotection>

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 to ensure the best interest of the data subjects are served. 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 the college relies on an individual's consent to process personal data, accessible means will be made available by which such consent can be withdrawn at any time.