



Hurstpierpoint College: Summary Privacy Notice for employees (including volunteers) of the College or applying to join the College

This notice deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere. The italicised paragraphs in red refer to guidance from the Information Commissioner's Office ('ICO') on the compilation of privacy notices.

(The privacy notice should be provided at the time the data was obtained, if it was obtained directly from the data subject.)

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

(The purpose of the processing and the legal basis for processing must be clearly stated and the categories of personal data held must be clearly stated.)

Data will be processed for the purposes of responding to requests for information about joining the College and the College will therefore have a 'legitimate interest' for processing basic personal data and sensitive personal data. The data the College holds will be the minimum it requires to form and maintain the contract between you and the College.

(Any recipient or categories of recipient must be clear and it should also be clear if data transfer to other countries and the safeguards in place.)

The College may share your data with the following companies who have contracts with the College and who have equalled the College's precautions and systems for dealing with data, these are:

- Sodexo, which provides catering services to the College
- Microsoft and West Country Business Systems, the College's IT software providers
- unifrog (for UCAS data)
- uCheck (for DBS checks)
- SchooliP (for performance reviews and appraisals)
- ISams (The College's Academic MIS)
- Access (The College's Finance and HR MIS)
- School Bus Tracker and Coach Manager (The College's minibus and driver booking and tracking software)

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the College organises. Should this be envisaged for you, you will be contacted for your consent; the consent will be limited in time and content if it be required.

(The retention period for the data or the criteria used to determine the retention period.)

Your data will be retained for a period of seven years from the date your employment ends unless modified by any other legal obligation the College finds itself under. Should you not join the College as an employee or volunteer your data will be retained for 12 months unless you request that it is retained for longer.

(The existence of each data subject's rights. The right to withdraw consent at any time.)

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

(The right to lodge a complaint at any time with a supervisory authority.)

You can complain at any time about how the College has handled your data. The ICO helpline is 0303 123 1113, although the ICO recommends that steps are taken to resolve the matter with the College before involving the regulator – see the College Privacy Notice for details.

(Where data is not obtained directly, the source from which it was obtained and whether or not it is a publicly available source.)

(For data obtained indirectly, the privacy notice should be provided within one month (referred to as a reasonable period of time), when the first communication takes place with an individual, or if disclosure is envisaged to another recipient, at the latest, before the information is disclosed.)

We will obtain the data the College requires from you, should we need data from other sources we will contact you within a month.

(Whether the provision of personal data is part of a statutory or contractual requirement or obligation and the possible consequences of failing to provide the personal data.)

We see the provision of personal data as necessary to properly employ you at the College and to administer, and for the College to fulfil its obligations under the contract once you are an employee here.

(The existence of automated decision making including profiling and the information about how decisions are made, the significance and the consequences.)

There is no automated decision making or profiling involved in this data stream into and through the College.