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**Derwen College Data Protection Statement and Privacy Notice**

This statement explains how Derwen College handles and uses the personal data we collect about all of our staff and potential employees. We take privacy very seriously and our records and processes fully meet the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25th May 2018. We are registered with the Information Commissioner’s Office (ICO).

We are committed to protecting your personal information and to being transparent about what information we hold. The College understands its obligations to help you understand how and why we process your personal data. This notice tells you about these uses and should be read in conjunction with our Data Protection policy.

**Why we hold your personal data**

The College needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only.

We will keep and use it to enable us to run the College and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the *employment contract*, to *comply with any legal requirements*, *pursue the legitimate interests* of the College and to *protect our legal position* in the event of legal proceedings. Staff who do not agree to provide this data would be unable to be employed by the College.

**Personal data held by Derwen College**

The information we hold about you is that which you provide during the recruitment process.

The data we hold on you will include:

* Name
* Address
* Contact details
* Date of birth
* Copies of passports, visas, and other documents required to ensure compliance with Home Office requirements.
* Details of your education and qualifications
* Application and curriculum vitae
* Details of your career
* References

The sensitive personal data which we hold can relate to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic/biometric data, data concerning health or a your sex life or orientation.

Where necessary, we may keep details relating to health, which could include details of adjustments, and any medical conditions you disclose as part of the recruitment process.

**How your personal data is used by Derwen College**

Your data is used by the College for a number of purposes including:

* Fulfilling our contractual obligations
* Providing support
* Monitoring equal opportunities
* Carrying out research or statistical analysis
* Providing operational information
* Safeguarding and the promotion of welfare
* Ensuring safety and security
* Preventing and detecting crime

The College will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with contractual duties e.g. we may need to pass certain information to payroll or pensions providers.

If we intend to use your data for a purpose other than for which it was collected we will provide you with information on the purpose.

If you have concerns or queries about any of these purposes please contact the Human Resources department. We will always respect a request by you to stop processing your personal data, and in addition your statutory rights are set out below.

**Sharing your data with others**

Within Derwen College, personal data, including sensitive personal data, may be shared between members of staff, including Governors, who legitimately need the information to carry out their normal duties. We endeavour to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

Derwen College may disclose certain personal data to third parties. These external organisations, and the purpose for sharing the information, are set out below.

* Relevant data may be shared with Ofsted, CQC, Shropshire Safeguarding, NMDC-SC (Skills for Care) and the Education Training Foundation.
* Relevant data may be shared with Home Office, UK Visas and Immigration (UKVI) in order to fulfil our legal obligations.

Derwen College will not share data with any third party, except as allowed for in other privacy notices or required by law.

**Transfer of personal data to other countries**

Your personal information will not be transferred to countries, outside of the EU, whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards, such as the EU-US Privacy Shield, are in place.

**How long data is kept**

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy and Retention Policy. Data will be securely destroyed when no longer required.

**Your rights**

Under the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA) you have a number of rights with regards to your personal data. You have the right to request access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw consent at any time which will not affect the lawfulness of the processing before your consent is withdrawn.

You also have the right to make a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.

**Further information**

The controller for your personal data and our Data Protection Officer is the Director of Services & Facilities at Derwen College.

Please contact the Human Resources department if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes or to erase your data. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with specific requests.