

# Employee Privacy Notice

## Introduction

This privacy notice is designed to help you understand how Coleg Gwent ("The College", "we", "us") collect and process the information that you share with us.

The General Data Protection Regulation (GDPR) and Data Protection Act (2018) together replaced The Data Protection Act 1998 on 25 May 2018. We are providing this privacy notice in compliance with this new legislation.

## Who is the Data Controller?

The Data Controller of the information we collect about you is Coleg Gwent, Usk Campus, Usk, Monmouthshire, NP15 1XJ. We have designated representatives on behalf of the College. These are the Principal, the 2 Vice Principals and our Direct of Estates and Facilities.

The College also has a Data Protection Officer, who can be contacted on [DPO@coleggwent.ac.uk](mailto:DPO@coleggwent.ac.uk).

## Why do we collect your data and the legal grounds for doing so?

Data collected by the College relating to its employees is to enable the administration and management of the employment contract.

The Law says we can only collect or process your data if there is a legal basis to do so. The legal bases on which the Group relies to process all types of personal data include:

- to fulfil a contract we have with you
- when we have a legal obligation
- where it is in the public interest
- where you have given your consent, although this is also necessary in a limited number of circumstances

There are additional provisions in the legislation that enable us to process personal data that is known as special category personal data. This includes your racial or ethnic origin, your political opinions, your religious or philosophical beliefs, your trade union membership, your genetic or biometric data, your health, your sex life and sexual orientation and any criminal convictions and offences.



We also have a contractual obligation to share your information with other third parties, including HRMC, Pension firms and local authorities. A full list of our third parties and how we share your data can be found in the next section.

The Group also has a legal obligation to collect some of your data including for health and safety and financial reasons.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

We process special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, for the purposes of equal opportunities monitoring.

We may also carry out monitoring of e-mails or internet usage as set out in our Information Security Framework

## What information do we collect?

- Your name, address and contact details (including e-mail and telephone number), date of birth and gender;
- The terms and conditions of your employment
- Details of your qualifications, skills, experience and employment history
- Information about your remuneration, including entitlements to benefits such as job seekers allowance, pensions or insurance cover
- Details of your bank account and national insurance number
- Information on your marital status, next of kin, dependents and emergency contacts
- Information about your nationality and entitlement to study/work in the UK
- Information about your criminal record and unspent convictions
- Details of your schedule (days of work and working hours) and attendance at work
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information on your absence records

# Where do we collect your data from?

We collect your information from various sources including:

- directly from you
- your previous employer
- benefits office
- information that we generate in the course of considering your application of employment
- information that we generate while you are employed by us. This may be generated centrally within HR or this may be generated by your managers or colleagues
- social services / local county borough council
- your IP address via cookie consent on our website (For more information visit [www.coleggwent.ac.uk/cookies](http://www.coleggwent.ac.uk/cookies))
- HMRC and pension companies
- Referees
- employment background check providers
- information from credit reference agencies
- Information from criminal records checks permitted by law.
- CCTV footage from onsite cameras
- Photographs from college events
- Occupational5242.com ( g ( 0 2 . d g T m 4 5 7 ( g r 6 . 2 g 0 1

The Group needs, however, to process private information about you to meet our obligations under your employment contract. For example, the Group will share your information with the pension agency to ensure payments are made correctly.

### Our Third Party List

The Group partners with a number of third parties with whom we share data. We do not use any third party located outside of the EU and all data storage is also held within the EU.

Category of sharing	Why we share
Auditors	to test and monitor the group

Statistical analysis	To provide information in the public interest related to the group's performance
[REDACTED]	to provide union services to our staff
Educational organisation (schools, universities, colleges)	to enable teaching, learning & funding for learners
Service Provider - cleaning services	salary p [REDACTED]

Where the group engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

All staff are required to take data protection training on an annual basis.

## What are your rights?

You have a number of rights under the GDPR.

This includes the right to seek the rectification or erasure of your personal data or to restrict ~~and to~~ object to the processing of your personal data.