



## ST CHAD'S COLLEGE, DURHAM

### EMPLOYEES AND JOB APPLICANTS - PRIVACY NOTICE

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St Chad's College is committed to protecting your personal information. St Chad's is a recognised College of Durham University and has a Data Sharing Agreement with the University. St Chad's College follows the data protection, records management and information security policies of Durham University. (See: <https://www.dur.ac.uk/ig/>)

We collect and use personal information about employees and applicants so that we can fulfil our obligations as an employer. Most of the information stored will have been obtained directly from you; some of the data may have been obtained from publicly available sources. All data are held securely and in accordance with the Data Protection Act 1998, the General Data Protection Regulation, and the Data Protection Act 2018.

#### **Data Controller**

The Data Controller is St Chad's College. If you would like more information about how the College uses your personal data, please see the College's Official Documents webpage – <https://www.stchads.ac.uk/about/documents/> or contact:

Ashley Wilson - Data Protection Manager

Telephone: (0191 33) 43362

E-mail: [ashley.wilson@durham.ac.uk](mailto:ashley.wilson@durham.ac.uk)

#### **Data Protection Officer**

The Data Protection Officer is responsible for advising the College on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the College is processing your personal data, please contact the Data Protection Officer:

Jennifer Sewel

University Secretary

Telephone: (0191 33) 46144

E-mail: [jennifer.sewel@durham.ac.uk](mailto:jennifer.sewel@durham.ac.uk)

## **Types of personal data collected and held by St Chad's College and method of collection**

We hold data that has been provided by you and data created by us as part of your employment record. The data we hold includes:

- Your name, title, gender preference, nationality and date of birth;
- Your home address, email address and telephone numbers;
- Your next of kin in the event of an emergency
- Your CV including prior qualifications and work experience
- Evidence of your right to work including a copy of your passport
- References
- Your Annual Staff Review (retained by your line manager)
- Documents relating to HR issues such as disciplinary and grievance documents.
- Income tax and personal pension plan details
- Your bank account name, number and sort code so that we can pay you by BACS
- Medical history and details of any referral to occupational health. We recognise that information about health is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.
- In line with the College's Safeguarding policy we may need to undertake a check with the Disclosure and Barring Service (DBS) for any criminal record.

St Chad's College may hold personal data relating to both employees' and new applicants' career history:

- Your employment status (e.g. part-time, full-time, retired);
- Your current job title and work email address;
- Your previous role(s) and job title;
- Your current and past employers, name, address and telephone number;
- The dates that you have been employed in any particular role;
- Your photograph;
- Your grade and salary
- Your application and records from the selection and interview process

## **How personal data is stored by St Chad's College**

Personal data of employees and applicants is stored in paper personnel files kept in a central store in the College in locked filing cabinets in locked offices. Some data is kept online for the purpose of payroll. Access to personal data is restricted to those members of staff who have a legitimate interest to access information in order to administer your appointment and contract of employment. Access is controlled through password protection and user security profiles. All St Chad's College employees that are given access to personal data receive mandatory Data Protection training and have a contractual responsibility to maintain confidentiality.

## **How personal data is processed by St Chad's College**

Personal data is processed by St Chad's College to:

- Fulfil our obligations as an employer
- To comply with any applicable legal or regulatory obligations.

## **Who St Chad's College shares personal data with**

Personal data is shared with third party organisations in a limited number of instances. We share your information with your pension plan.

The College shares information with HMRC for the purpose of fulfilling your income tax and National Insurance obligations.

Information may be used to provide statistics to third party HR consultants to obtain advice on staffing policy, regrading and appeals. Our partners are subject to contractual agreements which help to ensure compliance with Data Protection legislation.

We may also share information with other organisations including insurers, public bodies and the police for fraud prevention and detection purposes.

When St Chad's College shares personal data as detailed above we ensure that security is maintained, using tools such as encryption. Personal data is NEVER sold on to third parties.

## **How long personal data is held by St Chad's College**

The College maintains records for the duration of your relationship with the College (as an applicant or employee) in line with statutory requirements. We keep files for 6 years following termination of employment. Application records for unsuccessful; applicants are retained for 3 months following the appointment.

## **How to object to St Chad's College processing your personal data**

You have various rights in relation to your personal information, including:

The right to request access to your personal information

To right to correct any mistakes on our records

To right to erase or restrict records where they are no longer required

You have the right to object to the College processing your personal data for any or all of the purposes set out in this Privacy Notice; you may do so at any time. To exercise this right, please email [ashley.wilson@durham.ac.uk](mailto:ashley.wilson@durham.ac.uk) giving clear details of the processing activities and/or types of personal data to which your objection applies (see sections above for descriptions).

## **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 22 May 2018.

## **Further Information**

If you have any questions which you feel have not been covered by this Privacy Notice, please do not hesitate to email us or write to our data protection manager (details above).

## **Making a complaint**

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/>