



Staff Privacy and Fair Processing Notice

This notice should be read in conjunction with the following policy and procedures:

- HLC Staff Handbook
- Data Protection Policy
- Information Security Policy
- E-Safety Policy
- Data Retention Policy

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Who is this privacy notice from?

Humber Learning Consortium (HLC) is the data controller and is committed to protecting the rights of individuals in line with Data Protection Law and the new GDPR (General Data Protection Regulation).

Contact details of the Data Protection Officer

HLC has a nominated Data Protection Officer who can be contacted through privacy@hlc-vol.org

What personal data do we hold about you?

HLC generally hold the following personal details about you: name, title, addresses, telephone numbers, personal e-mail addresses, Date of Birth, Gender, Emergency Contact details, NI number, Bank account details, salary, annual leave, pension and benefits information, start date, location of employment.

We may also hold other information about you for example, to confirm your identity, legal residency and ability to take up employment opportunities within the UK, such as your driving licence number, passport number, recruitment information, employment records including employment history.

We also hold performance and qualification information, disciplinary and grievance information and photographs.

We collect special categories of personal data (sensitive) such as, disability or learning difficulty status, ethnicity, religion. Also information about your health, including any medical condition, health and sickness records and may carry out appropriate risk assessments and record such results.

How will your personal information be used?

HLC use your information to help make recruitment and staffing decisions and monitoring of equal opportunities, finance administration including for salary, tax and pension, for providing ICT services, preventing and detecting crime, business management, planning and analyses, managing performance and determining performance requirements. Managing absence and ascertaining fitness for work, complying with health and safety and safeguarding obligations.

What is our legal basis for processing data?

We will only use your personal information when the law allows us to. Most commonly we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest.

We may process sensitive (special categories of personal data) in the following circumstances:

1. With your explicit consent
2. Where we need to carry out our legal obligations and in line with our data protection policy
3. Where it is needed in the public interest, such as for equal opportunities monitoring or pension schemes
4. Where it is needed to assess your working capacity on health grounds

In limited circumstances we may approach you for your written consent to allow us to process certain types of personal and/or sensitive (special categories of personal data). If we do so we will provide you with full details of the information and the reasons for collection. You should be aware that consent is not a condition of your contract with us. Please see our data protection policy for details of your rights as a data subject.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions through the recruitment process or may be notified by you in the course of you working for us.

Who receives your information?

Personal and special categories of data are held solely with HR. The initial recruitment process enables the recruitment team to access this information and to monitor for equal opportunities. Other departments that have access to personal data include

- Finance
- ICT
- Health & Safety
- Safeguarding
- Senior management

Your personal information may also be shared with third parties, details of which can be accessed via our website www.hlc-vol.org/privacy it is to be noted that this list will from time to time be updated to reflect current practice.

We may also need to share your personal information with other third parties, for example in the context of the possible sale or restructuring of the organisation. We may also need to share your personal information with a regulator or to otherwise comply with the law.

Will the personal information be transferred overseas?

HLC store company working documents through the Microsoft Office and Dynamics Cloud Platform. The Cloud Platform resides within the UK and Western Europe.

We may also share your information with Google for Work of which servers reside overseas.

Both Microsoft and Google have signed up to the EU US Privacy Shield, further information of which will be available on their websites.

How long will my information be held?

We will only retain your personal information for as long as necessary to fulfil the purposes for collecting it, including for the purpose of satisfying any legal, accounting, personnel or reporting requirements. This is expected to be no longer than 7 years after an employee has left the organisation. We may in some circumstances need to retain some personal and financial information for longer than this to satisfy funding claims and for audit purposes. We will write to you if this is the case.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Information will be kept secure through HLC's Information Security Policy and retained for periods as outlined within HLC Data Retention Policy.

What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please read HLC Data Protection Policy for further information on your rights or contact privacy@hlc-vol.org

Any requests or objections should be made in writing to HLC Data Protection Officer: HLC, 63-71 Anlaby Road, Hull HU3 2LL

If we would like to use your data for any other purpose, including for marketing or social media campaigns we will contact you to request your consent.

If you have any questions about this privacy notice please contact HLC Data Protection Officer.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk