

DATA PROTECTION STATEMENT FOR STAFF

Data Protection Act 1998

Under the Data Protection Act 1998 the College has a legal obligation to ensure that all the information held and processed about you complies with the principles of the Act. Your personal data will be treated in confidence and will not be disclosed to any third parties except where:

- You have given your consent;
- The disclosure is in the legitimate interests of the College;
- There is a legal requirement or duty to the public, or where we may need to protect our interests and those of our staff and students.

Disclosing Sensitive Personal Data

In accordance with Principle 1 of the Data Protection Act, sensitive personal data should not be disclosed to third parties unless one of the following conditions has been met:

- You have given explicit consent (ideally written)
- The College has a statutory obligation (e.g. equal opportunities monitoring)
- Disclosure is in your vital interests (e.g. information relating to a medical condition)

Staff Collection Notice

In its capacity as an employer the College will need to keep information about a member of staff for purposes connected to his/her employment, including information on his/her recruitment and the termination of his/her employment. The sort of information held may include both computer and/or paper based records including information for payroll purposes, references, contact names and addresses and records (including, for example, disciplinary records) in relation to the member of staff's contract of employment.

These uses will be consistent with the employment relationship and with the principles of the Data Protection Act 1998. Such data may be processed only if it is necessary for the performance of a member of staff's contract with the College and/or is necessary for the purpose of exercising or performing any legal right or obligation of the College in connection with the employment and/or is necessary to protect the vital interests of the employee.

All information held will be treated with the utmost confidentiality and with appropriate levels of security. The information held will be for the College's managerial and administrative use only but it may be necessary, from time to time, to disclose some information held about the member of staff to relevant parties (e.g. where legally obliged to do so by the Inland Revenue or where requested to do so by the member of staff for the purposes of giving a reference). In the contract of employment, all staff agree to the College keeping information for these purposes for a reasonable period following its termination.

As part of the contract of employment, staff agree to the College keeping information about his/her health to comply with the College's health and safety and occupational health obligations.

The College may need to consider how the member of staff's health affects his/her ability to undertake his/her job, and if the member of staff is disabled under the Disability Discrimination Act 1995, whether he/she requires any reasonable adjustments to be made to assist him/her at work. The College may use this information to administer insurance, pension, sick pay and other related benefits.

Retention of Records

Records whether computerised or manual will be held by the College for such a period of time to enable the College to comply with statutory requirements.

Your Right

Under the Data Protection Act 1998 you have a right to a copy of the current personal information held on you by the College and a right to object to data processing that causes damage and distress. For further information please contact the Data Controller.

Staff can view their own computer based personal data via Columbus by clicking on the menu link '[My Personal Information](#)'. Staff requiring access to view their own paper records should contact the Human Resources Manager.

The Data Controller

The College's designated Data Controller is the Finance Director.