

All Nations Christian College

Employee Privacy Notice

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2 Introduction

All Nations Christian College collects and processes personal data relating to its employees to manage the employment relationship. The College is committed to protecting your privacy and to meeting our data protection obligations. This privacy notice is intended to give you an understanding of how and why we use the information you provide to us via our website and other means.

3 Related Documents

- Data Protection Policy
- Data Retention Schedule
- Recruitment Privacy Notice
- Casual Workers Privacy Notice
- Website Privacy Notice
- Cookie Policy
- Supporters and Alumni Privacy Notice

4 Scope

This document applies to you if you are employed by All Nations Christian College.

5 Who we are

All Nations Christian College is the **data controller** in relation to the processing activities described below. This means that the College decides why and how your personal information is processed. Where this policy refers to “we”, “our” or “us” below, unless it mentions otherwise, it is referring to All Nations Christian College.

6 What information does the College collect?

6.1 The College collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the College;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin and dependants
- emergency contacts and method of communication during an emergency;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- 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 about medical or health conditions, including whether or not you have a disability for which the College needs to make reasonable adjustments; and
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

6.2 The College may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

6.3 In some cases, the College may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

6.4 Data will be stored in a range of different places, including in your personnel file, in the College's HR management systems and in other IT systems (including the College's email system).

7 Why does the College process personal data?

7.1 The College needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract.

7.2 In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

7.3 In other cases, the College has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the College to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the College complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees; and
- respond to and defend against legal claims.

7.4 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).

7.5 Where the College processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment.

8 Who has access to data?

8.1 Your information may be shared internally, including with members of the HR, finance and leadership teams as well as with your line manager. IT staff may also access to the data if necessary for performance of their roles.

8.2 The College shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service. In those circumstances the data will be subject to confidentiality arrangements.

8.3 The College also shares your data with third parties that process data on its behalf, in connection with taxation, pensions and life assurance.

8.4 The College will not transfer your data outside the European Economic Area, except to organisations covered by the Privacy Shield Framework.

9 How does the College protect data?

- 9.1 The College takes the security of your data seriously. The College has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Computer files are kept securely with only the people outlined above able to access them. Paper files are always kept locked with only those people outlined above able to access them.
- 9.2 Where the College 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.

10 For how long does the College keep data?

- 10.1 The College will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are as follows:
- Information relating to your pay, tax, benefits and pension contributions will be kept for the period we are required to by HMRC (up to eight years to allow for College year-end).
 - All other information will be held for a year after the end of your employment in order to deal with any matters that come up during that period. After that period the files and papers will be deleted or destroyed, except for a note of the dates you worked and your job title.

11 What are your rights?

- 11.1 As a data subject, you have a number of rights. You may, on request:
- access and obtain a copy of your data on request;
 - require the College to change incorrect or incomplete data;
 - require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
 - object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.
- 11.2 If you believe that the College has not complied with your data protection rights, you can complain to the data protection supervisory authority, The UK Information Commissioner's Office (ICO), which can be contacted at <https://ico.org.uk/concerns/handling>

12 What if you do not provide personal data?

- 12.1 You have some obligations under your employment contract to provide the College with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the College with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.
- 12.2 Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the College to enter a contract of employment with you. If you do not provide other information, this will hinder the College's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

13 Automated decision-making

Employment decisions are not based on automated decision-making.

14 How to Contact Us

14.1 If you would like to exercise any of the above rights, have any queries about this privacy notice or about the way we process your personal information, please direct any queries to our Data Protection department using the contact details below.

- Email: info@allnations.ac.uk
- Telephone: +44(0)1920 443500
- By post: Data Protection, All Nations Christian College, Easneye, Ware, Herts, SG12 8LX
- You can update your mailing preferences here:

<https://allnations.accessconsent.com/home> or by contacting: network@allnations.ac.uk

14.2 If you would like to access a copy of your data, you may find it easier to use the form you can find here: [https://www.allnations.ac.uk/sites/default/files/PDFs/Data Subject Access Request Form.pdf](https://www.allnations.ac.uk/sites/default/files/PDFs/Data%20Subject%20Access%20Request%20Form.pdf)

14.3 We will make every effort to respond to you within 7 days and within no more than 30 days.

15 Notice Review:

This notice is effective from May 2019. We will review it regularly and will update it when necessary.

I confirm I have read and agree to All Nations Christian College keeping and using my data, as set out in this document.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

Signature

Date

Name (please print)

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