



Employment Information Privacy Statement

SMB Group is a Further Education College based in Coalville and Melton Mowbray, Leicestershire. The College is the Data Controller for your employment information. The Data Protection Officer is Catherine Duro, Director of Corporate Services, Stephenson College, Thornborough Road, Coalville, Leicestershire, LE67 3TN, Email: dataprotection@smbgroup.ac.uk

This privacy notice explains what information we collect, how we use your personal information and your rights in relation to that information.

As part of the recruitment process and your employment with the College, we collect and process personal data. The College is committed to being transparent about how your data is collected and processed, and to meeting its obligations under the General Data Protection Regulations.

What Information does the College Collect?

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

- Your name, address and contact details, including your email address and phone number;
- Details of your skills, experience, qualifications and employment history;
- Whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process or employment;
- Information about your entitlement to work in the UK;
- Information about your remuneration and benefit entitlement, such as pensions;
- Details of your bank account and national insurance number;
- Details of your emergency contact;
- Information about your criminal record;
- Details of your working hours;
- Details of your attendance at work, periods of leave and return to work details;
- Details of any disciplinary or grievance procedures which you have been involved in, including any warning issued to you and related correspondence;
- Details of your probation, performance, PMR and any training you have taken part in
- Details of your requests for Professional Development assistance and professional development undertaken;
- Information about your health conditions, including any Occupational Health advice provided to the College;
- Details of Union subscriptions, when paid via your salary;
- Equal opportunities monitoring information;
- Your Contract of Employment, offer letter, confirmation of start date letter;
- Induction details
- Details of your DBS clearance and associated ID documents
- Interview and shortlisting assessment details
- Exit Interview information when leaving the College

The College collects this information in a variety of ways, including via your application form, your passport and Identity documents, interviews and assessments, meetings, forms completed by you at the pre-employment stage and correspondence from you.

The College will also collect information about you from third parties, such as reference requests from previous employers, information from the Disclosure and Barring Service and criminal records checks permitted by law and the College Occupational Health provider.



Data will be stored in a variety of places, including on your personal file, in HR information systems, HR electronic filing systems and College IT systems such as email.

Why does the College collect personal data?

The College collects and process your personal data in the performance of our contractual obligations. The College collects, holds and processes information about employees to manage probation, performance, development, safety, reward, discipline, equal opportunities and welfare.

In some cases the College needs to process data to ensure compliance with its legal duties, including right to work in the UK checks and the deduction of Income Tax. The College is obliged to seek information about criminal convictions and offences and does so to ensure individuals are permitted to undertake the role in question.

The College may process special categories of data, such as information about ethnic origin, sexual orientation, gender, marital status, age, disability and religion or belief for equal opportunities monitoring. Data processed for these purposes will be anonymised and is collected with the express consent of employees, which can be withdrawn at any time.

We also process information regarding health and medical conditions, to meet our legal obligations. With your consent, this information may be shared with our Occupational Health provider to ensure that the College can help to support you at work, with absence or to facilitate a return to work.

The College has a legitimate interest in processing personal data during the recruitment process. Processing data from job applicants allows the College to manage the recruitment process, assess and confirm an applicant's suitability for the positions and decide to whom to offer a job. The College may also need to process details of job applicants to respond to or defend against a legal claim.

How will the College use this data?

The College will use your personal data in order to:

- Assess you suitability for a position
- Administer payroll, pension and other employment functions;
- Ensure effective HR administration;
- Communicate effectively with you by email, telephone or post;
- Support you safety, training and wellbeing;
- Enable us to contact others in case of an emergency (we will assume that you have checked with the individuals before you supply their details to us);
- Obtain Occupational Health advice to ensure we comply with our duties in relation to individuals with health conditions and to meet our health and safety obligations;
- Compile statistics for internal and statutory reporting purposes;
- Review staff performance;
- Monitor absence and sickness records in line with College policies;
- Publish online staff directories of basic College contact details.

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time.



Who has access to your data at the College?

The Human Resources team and Payroll team have access to your personal data. The Human Resources team have responsibility for maintaining your personal file and your records on the HR information system (currently iTrent).

Your line manager, IT, Finance and Health and Safety will have limited access to your records, as necessary, for the performance of their duties and business tasks.

Who do we share your data with outside of the College?

We share your data with third parties to obtain pre-employment references from other employers and to obtain the necessary criminal records checks from the DBS.

Your information is shared, as permitted or required by law, or where applicable, with a range of external organisations, including:

- Disclosure and Barring Service;
- Office for National Statistics;
- HM Revenue and Customs (HMRC);
- The external providers of any staff benefit or pension scheme, including Local Government Pension Scheme (LGPS), Teachers' Pension Scheme (TPS) and BHSF;
- Society for Education and Training;
- On occasion, and where necessary, the Police or other law enforcement agencies;
- Where necessary, Auditors;
- Mortgage Lenders and Lettings Agencies (with written consent from the employee);
- Where references are requested from external organisations (with written consent from the employee);
- Employer Ill Health Liability Insurers;
- Occupational Health Provider;
- Recognised Trade Unions, currently UCU and Unison.

How long will we hold your data?

We hold employee data for 6 years from the end of employment.

How do we hold your data?

We will hold your data securely in iTrent or in your HR personal file, which is held in a locked cupboard.

For successful candidates, all recruitment information, including interview and assessment paperwork, is transferred to the employees personal file. For unsuccessful candidates, we will hold your information for 6 months following when an appointment is made or 6 months from the closing date where there is no successful candidate.

We take your data security seriously and have internal policies and controls in place to ensure that your data is protected and only accessed by employees in the proper performance of their duties. [The Human Resources Retention Schedule can be viewed here.](#)



What if you do not provide personal data?

During the recruitment process, you are under no statutory or contractual obligation to provide data to the College. If you do not provide the information, the College may not be able to process your application.

Certain information such as contact details, right to work checks and payment details must be provided for us to enter into a contract with you. If you do not provide other information, this may hinder our ability to administer the rights and obligations of the employment contract

You may also have to provide us with personal information to exercise your statutory rights such as statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

What are my rights?

You have the following rights under the General Data Protection Regulations. You have:

- The right to be informed;
- The right to access and obtain a copy of your information;
- The right to rectification if your data is incorrect or incomplete;
- The right to restrict processing
- The right to data portability
- The right to object if your data is used for direct marketing purposes

How do I make a complaint?

If you are not happy with the way your information is being handled, please email the Human Resources team via humanresources@smbgroup.ac.uk where we will endeavour to resolve your concerns.

Complaints can be lodged with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF, 0303 123 1113 or www.ico.org.uk