Fife College Privacy Notice (Recruitment Applicants and Employees)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, is registered with the Information Commission's Office, registered number Z8522159.

What Information do we collect about you?

The information we collect about you when you apply for a post with Fife College or are an employee of Fife College will be used for the purposes of meeting the requirements of your application for and/or employment at Fife College and will be stored on our HR/Payroll system or other structured filing systems. This will include some or all of the following:

- Personal contact details including your name, address, telephone number, email address
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- Previous and Current Employer details
- National insurance number
- Bank account details
- Previous education, qualifications and employment history
- Application forms, references and job interview scoring sheets/ assessment information related to your application
- Contract of employment and any amendments to this
- Record of holiday, sickness or other absence
- Employment contract and any amendments to it
- Probationary review
- Training records and Professional Development Reviews
- Disciplinary or Grievance Investigatory notes, reports or letters
- CCTV footage

We may also collect, store and use the following "special categories" of sensitive personal information:

- Your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including health and sickness records, GP reports and notes, Fit notes, Pre-employment health screen & Occupational Health reports
- Information about criminal convictions and offences

Providing Information to the College

The College requires to keep and process this information about you for normal employment purposes. This includes using information to enable us to comply with the employment contract, to comply with any legal requirement, pursue the legitimate interests of the College and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations.

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It is essential that you notify the college of any changes to your details during the period your employment.

How we Use your Information?

We will only use your personal information when the law allows us to do so. We will use your personal information in the following circumstances:

- To perform the contract we have entered into with you
- To comply with a legal obligation
- Where it is necessary for our legitimate interest (or those of a third party) and your interests and fundamental rights do not override those interests
- Where we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest.

The situations in which we will process your personal data are listed below:

- Making a decision about your recruitment application with us
- Pre-employment checks including Pre-employment Health Screening
- Administering the employment contract we have entered into with you
- To administer your pay and any associated contractual benefits including your pension
- Dealing with legal disputes involving you, students, other employees or contractors including accidents
- Complying with health and safety obligations
- Statistical Analysis for internal and external research purposes and equal opportunities monitoring
- To prevent fraud
- To manage other aspects of your employment relationship with the College including
  - Professional Development Reviews
  - Training and Development
  - Workforce management
  - Occupational Health
  - Recording Absence including but not limited to sickness absence, dependants leave, authorised unpaid absence and annual leave
  - Dealing with any matters in relation to discipline, grievance and whistleblowing

Retention

We will retain your data only for as long as we have a relevant reason for doing so, and it will thereafter be securely destroyed. A copy of our document retention guide is available upon request (dpo@fife.ac.uk).

Data Sharing

We may share your personal information with, and obtain information about you, from:
- Occupational Health Providers
- Disclosure Scotland
- Scottish Government, including Scottish Funding Council (SFC)
- Audit Scotland
- HRMC

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- Fife Council
- Pension Providers including Fife Council, SPPA and Aviva
- Relevant training and employment establishments
- Other Service providers and third parties who we use to provide our services

We will share and obtain personal information
- For the purposes described in “How we will use your information” above
- To enable us to perform our functions as an education provider and discharge our legal and contractual responsibilities
- Where we consider there is a legitimate interest to do so

Restricted International Data Transfers

Some of the tools we use involve the transfer of personal data outside the UK to countries which are not covered by a UK data adequacy decision. Where this is the case an appropriate transfer mechanism will be in place to safeguard personal data.

We currently use the following services which involve restricted international data transfers:

Name of service	Purpose	Country of data transfer	Mechanism allowing transfer
Articulate Rise 360	Creation of training materials	US	UK Extension to the EU-US Data Privacy Framework
iHASCO	Technical support and processing (email contact and payment) for online training	US	UK Extension to the EU-US Data Privacy Framework and EU Commission Standard Contractual Clauses and the UK International Data Transfer Addendum
ClickView	Platform for video resources	Australia	International Data Transfer Agreement
Cisco Networking Academy	Platform for learning resources	Various locations of Cisco group companies; US	UK Binding Corporate Rules UK Extension to the EU-US Data Privacy Framework
YuJa Panorama	Accessibility tool and supporting services for the production and revision of learning materials	US	UK Extension to the EU-US Data Privacy Framework

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Your Rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, follow the link below to read a copy of our policy:
Data Protection: Your Rights

Changes to this Privacy Notice

Fife College reserves the right to modify and update this privacy notice at any time. It will be published on our website and we therefore suggest you check it from time to time.

Data Protection Officer

If you have any concerns about how your data is being processed, or about exercising your rights, you should contact dpo@fife.ac.uk.

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