Fife College Privacy Notice (Recruitment Applicants and Employees)

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, with its registered office address as Pittsburgh Road, Dunfermline KY11 8DY is registered with the Information Commissioner'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 and in your personnel file (electronic and manual) 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
- Personal vehicle registration number, make and model
- 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 Review records
- Disciplinary or Grievance Investigatory notes, reports and letters
- CCTV footage (within public areas monitored for security reasons)

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 and 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.

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
- For Business Continuity Planning, timetabling and cover related purposes
- Statistical Analysis for internal and external research purposes and equal opportunities monitoring
- To prevent fraud
- To undertake staff opinion surveys or pulse surveys
- 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 willthereafter be securely destroyed. For more information about retention periods, please look at our document retention policy.

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
- Fife Council
- Pension Providers including Fife Council, SPPA and NEST
- Department of Work and Pensions
- Relevant training and employment establishments
- SocialOptic (or any other provider appointed by the College to undertake staff opinion surveys)
- Arrestment agencies
- 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 legaland contractual responsibilities
- Where we consider there is a legitimate interest to do so

Your Rights

You have various rights which you may choose to exercise in relation to personal data heldabout you. For more information view our Data Protection: Your Rights document.

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:

The Data Protection Officer
Fife College
Pittsburgh Road
Dunfermline
Fife
KY11 8DY

email:
dpo@fife.ac.uk
Tel: 0344 248 0115

The Data Protection Officer has a responsibility to ensure that the College is complying with data protection laws and would like to know of any areas of concern so these can be rectified if appropriate.

You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority, in relation to data protection issues.