

ALLIANCE LEARNING - STAFF PRIVACY NOTICE

(PROCESSING YOUR PERSONAL DATA)

General

Alliance Learning needs to collect, process and use personal data (information) for a variety of purposes about those who express an interest in becoming a member of staff at Alliance Learning (recruitment and selection stage), those who become members of staff including those staff members that have left Alliance Learning.

In collecting, processing and using data, Alliance Learning must comply with the requirements of the Data Protection Act 1998 (DPA) and from 25 May 2018 with the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) which govern the processing of personal information.

Alliance Learning's Data Protection Policy sets out the rules for adherence to the requirements of data protection laws and is available within the Employee Handbook.

Personal information means any information relating to an identified or identifiable living person. An identifiable person is one who can be identified, directly or indirectly, in particular by an identifier such as a name, identification number, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. Processing is any activity carried out involving personal information, including holding and storing it in any format, both digital and hardcopy.

Alliance Learning takes the matter of data security and protection extremely seriously. The personal data you provide to us during the recruitment and selection procedure and during the course of your employment is securely held by us and will be treated confidentially and with sensitivity. Alliance Learning is notified as a Data Controller for all personal information that it holds and processes, except where it is done in the capacity of a data processor on behalf of another data controller.

Alliance Learning's Information Commissioner's Office data controller registration number is Z5608898.

If you have any questions about our privacy practices, please contact our HR Officer.

Contact details: HR Officer:
Address: Alliance Learning
 The Hurst Building
 Horwich Loco Estate
 Horwich
 Bolton
 BL6 5UE

Changes to this privacy notice

It is important that you check this privacy notice for updates. It is likely that this notice will undergo further revision ahead of the introduction of the GDPR. If we make changes that we consider to be important, we will let you know by contacting you.

The types of personal information we collect

Alliance Learning collects and processes information relating to its staff, including images, personal details, family and social circumstances, education and training records and financial details for various administrative and health and safety reasons. We may collect, hold and process what may be considered 'sensitive personal data' as described under the DPA and 'special category personal data' as described under the GDPR.

Sensitive and special category personal data is generally defined as information related to racial or ethnic origin, political opinions, religious or other beliefs, physical or mental health, other medical information including biometric and genetic data. In some instances, we will also collect and process criminal offence data relating to criminal allegations, proceedings, convictions or related security measures.

Not all of the personal information Alliance Learning holds about you will come directly from you. It may, for example, come from other organisations to which you belong or professional service providers. We also collect personal information from third parties.

Why do we process personal data?

Alliance Learning needs to process personal data about its staff for a number of administrative reasons. For example:

- Managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, and training and development;
- Monitoring Equality, Diversity & Inclusion opportunities;
- Preventing and detecting crime, such as using CCTV and photographs on staff ID cards;
- Keeping contact with past employees;
- Provision of employee benefit scheme;
- Provision of wellbeing and support services;
- Compliance with legal obligations, for example, making external statutory returns to the ESFA and Awarding Organisations

Alliance Learning processes sensitive personal data and special category personal data for a number of administrative purposes. For example:

- Equal opportunities monitoring and managing obligations under equal opportunities legislation;
- Managing Human Resources processes such as administering sick pay and sick leave schemes, managing absence, administering maternity Leave and related pay schemes;
- Managing a safe environment and ensuring fitness for work;
- Provision of occupational health and wellbeing services to individuals

Where we store and process personal information

Alliance Learning in certain circumstances may transfer personal information to third parties located in countries outside of the European Economic Area. Any such transfers will be strictly in relation to the delivery of Alliance Learning's core services. All instances of overseas transfers of personal data are subject to appropriate and adequate safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the information and compliance with legislative and regulatory requirements.

How we secure personal information

Alliance Learning takes data security seriously and uses appropriate technologies and procedures to protect personal information. Our information security policies and procedures are reviewed regularly and updated as necessary to meet our service needs, changes in technology and regulatory requirements.

How long we keep personal information

Alliance Learning will store personal data for a period of six years after employment and this information will be destroyed after this period.

Your right to access and correct your personal information

Alliance Learning respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

You have the following rights:

- request access to your personal information that we hold;
- rectify inaccuracies in your personal data;
- be forgotten - that is your details to be removed from the systems that we use to process your personal data in certain situations;
- restrict the processing of personal data in certain situations;
- object to the processing of personal data in certain situations. For example, sending and receipt of direct marketing material;
- data portability - obtain a copy of your data in a commonly used electronic form in order to provide it to other organisations;
- object to automated decision making and profiling – object to decisions made by automated means without human intervention in certain circumstances;
- withdraw consent where that is the legal basis of processing.

Staff must ensure that all personal data provided to us is accurate and up to date. Any changes must be notified to Human Resources.

If you are not happy with how Alliance Learning manages your personal information you should contact HR in the first instance.

You also have a right to complain to the Information Commissioner's Office about the way in which we process your personal data at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire

How we process your personal information – legal basis for processing

It is necessary for Alliance Learning to collect process and use staff data in order to perform the contract between you and us.

Some processing activities may also be carried out under a legal obligation (for example, disclosing personal data to external parties under statutory powers), where it is necessary to protect the vital interests of the staff member or another party (for example, disclosures to external parties to ensure the safety and wellbeing of individuals), where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (for example, collecting or disclosing information in order to meet regulatory or statutory requirements), or where it is necessary for legitimate interests pursued by the University or a third party (the legitimate interests will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals). Where any of these legal bases do not apply, the consent of an individual to process their personal data will be sought.

Where staff members sensitive personal data and special category personal data is collected and processed by Alliance Learning this will be on the legal bases of explicit consent of the staff member, employment or social security/protection requirements, protecting the vital interests of the staff member or another party, the exercise or defence of a legal claim, reasons of substantial public interest, purposes of medical or health care or where the information has been made public by the staff member. Any processing will be proportionate and relate to the provision of services by Alliance Learning.

Table A below sets out the separate categories of personal information that we may hold, what its purpose is, where the information is located, the method of data processing used, who we share your personal data with and the legal basis for processing that information.

How we process your information within Alliance Learning

Personal data may be shared amongst different departments that require the information to carry out their duties, for example:

- IT Services for internal email and telephone directory set up ie. staff name, department, email address and telephone number;
- Photograph for the purpose of identification and security ie. staff ID card;
- monitoring computer usage through user name and log-ins to ensure compliance with the Communications Policy;
- results of disclosure and barring service (DBS) checks that need to be undertaken for certain positions.

The total amount of personal information shared within us will be no more than is reasonably necessary.

There are times when staff members will need to share your sensitive personal

data and special category personal data within Alliance Learning. For example, the occupational health service may seek information from departments or share information with Human Resources about fitness to work.

Situations may also arise where sensitive and special category personal data is shared with within the Alliance Learning without obtaining your explicit consent. This will occur if the processing is necessary, for example:

- for the purpose of carrying out obligations in the field of employment and social security and social protection law;
- in connection with legal claims or pursuant to a court order requiring disclosure;
- to protect your vital interests and you cannot give your consent or your consent cannot be reasonably obtained;
- to protect another person's vital interests and you have unreasonably withheld your consent;
- necessary for the purposes of medical or healthcare provision;
- To meet our statutory obligations in relation to equality and diversity monitoring;
- disclosure is made for the purpose of prevention or detection of crime, the apprehension or prosecution of offenders and we have received a notice from the police confirming that the disclosure is required for these purposes.

How Do We Share Your Data with Third Parties

Alliance Learning may need to share your personal data with third parties outside who are contracted to work on its behalf, for example pension providers, insurers or legal consultants. We may also disclose data to auditors undertaking investigations or to selected individuals acting on behalf of Alliance Learning such as organisations undertaking market research or researchers provided no personal data is published. We will often confirm dates and the nature of an individual's employment to a prospective employer in a reference.

When we share personal information

This privacy notice includes information about who Alliance Learning may disclose staff personal data, sensitive and special category personal data and criminal offence data to and how staff data is used.

Table A below sets out what information Alliance Learning may share with other third parties.

Issued by K Perkin	Approved by: K Perkin, Acting Chief Executive
Reviewed: 18/05/2018	Date of next Review: 18/05/2019
Published date: 21/05/2018	

Table A below sets out the separate categories of personal information that the Alliance Learning may hold on you, what its purpose is, where the information is located, the method of data processing used, who we share your personal data with and the legal basis for processing that information.

TABLE A

No.	Type of information held and purpose	Method of data Processing	Location of data	Data Format	Alliance Learning and/or External Needs	Legal Basis for Processing (Article 6)
1.	Vacancy enquiry and application for processing, tracking and contact analysis. Name, address, e-mail, telephone numbers, gender, date of birth + age, ethnicity, disability, nationality, religion, qualifications on entry, previous education, emergency contact details.	Manual and electronic	Human Resources	Application form; application supporting documents	AL	Article 6(1)(a) or (1)(b) or (1)(f)
2.	Recruitment and Selection (e.g. application, CV's, interview records and notes)	Manual and Electronic	Human Resources	Application form(s); CV; interview notes	AL	Article 6(1)(a) or (1)(b) or (1)(f)
3.	Administration of employment contracts	Manual and electronic	Human Resources	Personal record in relevant file	AL	Article 6 (1)(b) or (1)(c) or (1)(f)
4.	Staff Development: <ul style="list-style-type: none"> • Staff training and development undertaken • Details of courses and conferences attended 	Manual and Electronic	Human Resources	Personal development plan	AL	Article 6(1)(b) or (1)(f)
5.	Performance Assessment: <ul style="list-style-type: none"> • Induction checklist • Probation reviews • Teaching evaluations • PDR record • Rewarding performance • Promotion 	Manual and Electronic	Human Resources	Personal record in relevant file(s)	AL	Article 6 (1)(b) or (1)(f)

6.	References: <ul style="list-style-type: none"> References written about individuals References written for individuals 	Manual and Electronic	Human Resources	References	AL and External	Article 6 (1)(b) or (1)(c)
7.	Absence and Attendance: <ul style="list-style-type: none"> Annual leave records; Communication relating to maternity/paternity/special leave/flexible working/off sick, etc.; Return to work meetings following sickness, maternity, etc. Occupational health reports Self certs and Fit Notes 	Manual and Electronic	Human Resources	Personal record in relevant file(s)	AL	Article 6(1)(b) or (1)(c) or (1)(d) or (1)(e) or (1)(f)
8.	For the assessment and provision of services to disabled staff.	Manual and Electronic	Human Resources	Personal record in relevant file(s)	AL	Article 6(1)(b) or (1)(c) or (1)(d) or (1)(e) or (1)(f)
9.	Police or other regulatory body where pursuant to the detection, investigation or disclosure of a potential crime. Information to 3 rd parties for compliance with statutory and other regulations applicable to the Alliance Learning. Personal details as in 1 above, correspondence and notes of requests, reports and information supplied.	Manual and Electronic	Human Resources	Personal record in relevant file(s)	AL and External	Article 6 (1)(c) or (1)(d) or (1)(f)
10.	Production of statistical returns required for third party government bodies e.g. the ESFA and Awarding Bodies.	Manual and electronic	Human Resources	SIR return database; staff records database; personal file	AL and External	Article 6 (1)(c) or (1)(e) or (1)(f)
11.	Health and safety of individuals and their property and the protection of Alliance Learning assets, including the use of CCTV	Manual and electronic	Human Resources; First Aiders, Fire Marshals; & Safety/Facilities	Personal record in relevant file; occurrences reports	AL	Article 6 (1)(b) or (1)(c) or (1)(d) or (1)(f)

	Health & Safety for first-aid/fire marshal assistance, emergency evacuation, hazard risk assessment, accident monitoring. Personal details as in 1 above. plus medical records, accident/hazard reports, consent records, first-aid action.					
12.	Research and statistical analysis. Surveys and questionnaires for monitoring and evaluation of provision. If not anonymous – personal details as in 1 above.	Manual and electronic	Human Resources	Personal record in relevant file	AL	Article 6(1)(b) or (1)(e) or (1)(f)
13.	Close family and emergency services where there is an emergency situation e.g. illness, serious injury or bereavement.	Manual and electronic	Human Resources; First Aiders/Fire Marshal; Safety/Facilities	Personal record in relevant file(s)	AL and External	Article 6 (1)(d) or (1)(f)
14.	Banking information (and other payment agencies you may use).	Manual and electronic	Human Resources; Finance	Personal record in relevant file(s)	AL and External	Article 6 (1)(b) or (1)(f)
15.	Data Processors in order for them to process data on behalf of Alliance Learning for any of the purposes for which we are permitted to process the data.	Manual and electronic	Human Resources	Personal record in relevant file(s)	AL and External	Article 6 (1)(b) or (1)(e) or (1)(f)
16.	Official letters as requested by the staff member.	Manual and electronic	Human Resources;	Personal record in relevant file(s)	AL	Article 6 (1)(f)
17.	To professional bodies where registration with that body is related to or a requirement for the staff member. Information to 3 rd parties for compliance with statutory and other regulations applicable to Alliance Learning. Personal details as in 1 above, correspondence and notes of requests, reports, and information supplied.	Manual and Electronic	Human Resources;	Personal record in relevant file(s)	AL and External	Article 6 (1)(b) or (1)(e) or (1)(f)
18.	The production of staff identification cards; and the inclusion of photographic images	Electronic	Human Resources; IT	Personal record	AL	Article 6 (1)(b) or (1)(f)

	on our computerised staff record system.					
19.	Discipline and Grievance <ul style="list-style-type: none"> Letters, reports and meeting notes relating to cases 	Manual and Electronic	Human Resources;	personal record in relevant file(s)	AL	Article 6 (1)(b) or (1)(c) or (1)(f)
20.	Workforce Planning: <ul style="list-style-type: none"> Fixed Term Contract consultation meeting notes and documentation Contract extension details 	Manual and Electronic	Human Resources;	personal record in relevant file(s)	AL	Article 6 (1)(b) or (1)(f)
21.	Financial data: Information relating to staff payroll, salary and payments	Manual and Electronic	Human Resources; Finance	personal record in relevant file(s)	AL and External	Article 6 (1)(b) or (1)(c) or 1(f)
22.	Appeals and complaints/anticipated or ongoing legal action: Staff disciplinary appeals, complaints and litigation	Manual and Electronic	Human Resources;	personal record in relevant file(s)	AL and External	Article 6(1)(b) or (1)(f)
23.	Alliance Learning external professionals, insurers in respect of accidents occurring within the institution and external auditors.	Manual and electronic	Finance;	personal record in relevant file(s)	AL and External	Article 6(1)(b) or (1)(c) or (1)(f)
24.	Production of statistical returns required for third party government bodies for completion of government supported survey, statistics for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable.	Manual and electronic	Human Resources;	staff records database; personal file	AL and External	Article 6 (1)(c) or (1)(e) or (1)(f)
25.	To professional bodies where registration with that body is related to or a requirement for the staff member. Information to 3 rd Parties for compliance with statutory and other regulations	Manual and electronic	Human Resources;	Personal record in relevant file(s)	AL and External	Article 6 (1)(b) or (1)(e) or (1)(f)

	applicable to us. Personal details as in 1 above, correspondence and notes of requests, reports, and information supplied.					
26.	DBS: disclosure Information relating to criminal records	Manual and Electronic	Human Resources	DBS application; DBS results	AL and External	Article 6 (1)(b) or (1)(e) or (1)(f)

All staff agree to Alliance Learning processing their “sensitive and special categories of personal data” for the following purposes and for release to the following third parties:

No.	Type of information held and purpose	Method of data Processing	Location of data	Data Format	Alliance Learning and/or External Needs	Legal Basis for Processing (Article 9)
27.	For the assessment and provision of services to disabled staff.	Manual and Electronic	Human Resources;	Personal record in relevant file(s)	AL	(see No. 8 above) and Article 9 (1)(a)
28.	DBS: disclosure Information relating to criminal records	Manual and Electronic	Human Resources;	DBS application; DBS result	AL and External	(see No. 27 above) and Article 9 (1)(a) or (1)(b)
29.	Audit/professional/ statutory data: Health and safety records, verification data required by ESFA and Awarding Bodies	Manual and Electronic	Human Resources;	Personal record in relevant file	AL and External	(see No. 11 and 24 above) and Article 9(1)(a) or (1)(b) or (1)(g) or (1)(h)
30.	Discipline and Grievance Letters, reports and meeting notes relating to cases	Manual and Electronic	Human Resources; relevant school/department	personal record in relevant file(s)	AL	(see No. 20 above) and Article 9 (1)(a) or (1)(f)
31.	Appeals and complaints/anticipated or ongoing legal action: Staff disciplinary appeals, complaints and litigation	Manual and Electronic	Human Resources;	personal record in relevant file(s)	AL and External	(see No. 23 above) and Article 9(1)(f) or (1)(g)

	To Alliance Learning's external professionals, insurers in respect of accidents occurring within the institution and external auditors.	Manual and electronic	Finance;	personal record in relevant file(s)	AL and External	(see No. 24 above) and Article 9(1)(f) or (1)(h)
32.	Production of statistical returns required for third party government bodies e.g. ESFA and Awarding Bodies, for completion of government supported survey, statistics for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable.	Manual and electronic	Human Resources;	ESFA and Awarding Bodies; staff records database; personal file	AL and External	(see No. 25 above) and Article 9(1)(g) or 9(2)(j)
33.	To professional bodies where registration with that body is related to or a requirement for the staff member. Information to 3 rd Parties for compliance with statutory and other regulations applicable to us. Personal details as in 1 above, correspondence and notes of requests, reports, and information	Manual and electronic	Human Resources;	Personal record in relevant file(s)	AL and External	(see No. 26 above) and Article 9(1)(g) or 9(2)(j)

Article 6(1)(a) Consent – on specific occasions Alliance Learning will only process certain data if you consent.

Article 6 (1)(b) necessary for the performance of your employment contract – on many occasions Alliance Learning will process your data to enable it to meet its commitments to you.

Article 6 (1)(c), necessary to comply with a legal obligation – Alliance Learning does have legal obligations to provide your personal data to others

Article 6 (1)(d) for the purpose of protecting the vital interest of yourself or another – sometimes in extreme circumstances Alliance Learning will have to release information to protect your interests or the interests of others e.g. in medical emergencies.

Article 6 (1)(e) processing necessary for the performance of a task carried in the public interest – Alliance Learning is an educational establishment and in particular its educational activity is conducted in a public interest (including your interest and the interest of others).

Article 6 (1)(f) processing is necessary for the purposes of the legitimate interest of Alliance Learning or a third party subject to overridden interests of the data subject – Alliance Learning (and sometimes third parties) has a broad legitimate interest in activities that connect to the activities of an educational institution. Subject to those interests not being overridden by the interests of fundamental rights and freedoms of staff, it will pursue those interests. Where Article 6(1)(f) is used the “legitimate interest” is generally the interest of Alliance Learning (or third party) in providing or supporting the provision of higher education.

Article 22(2)(a) automated decision making necessary for performance of a contract – Alliance Learning will sometimes automate decisions relating to its services it is providing to you.

Article 9(1)(a) processing “special categories” of data where you have given consent – Alliance Learning will process certain sensitive information about you with your consent.

Article 9(1)(b) processing “special categories” of data where necessary for the purpose of carrying out obligations in the field of employment and social security and social protection law.

Article 9(1)(f) processing “special categories” of data in connection with legal claims.

Article 9(1)(g) processing “special categories” of data where necessary for reasons of substantial public interest.

Article 9(1)(h) processing “special categories” of data where necessary for the purposes of medical or health care.

Article 9(2)(j) processing necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes

It is recognised that some of the above grounds will overlap and that Alliance Learning could rely on multiple grounds justifying its lawful processing. Alliance Learning also reserves the right to rely upon other grounds that are not referred to under Table A.