

1. Scope

All staff data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

- 2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Leeds City College collecting/processing their personal data.
- 2.2 Leeds City College who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

Leeds City College is the largest Further education establishment in the City of Leeds, West Yorkshire, England, with around 33,000 students, 1,300 staff. Leeds City College offer a wide range of FE and HE Courses.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- (gdpr@leedscitycollege.ac.uk)
- Graham Eland
- (01132 846485)

The personal data we would like to collect from you is:

Personal data type:	Source (where Leeds City College obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
<ul style="list-style-type: none">• personal details (Name, address, date of birth, NI, Passport)• family details	



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<ul style="list-style-type: none">• lifestyle and social circumstances• financial details• education and employment details• staff records• visual images (CCTV, Photographs)	
<ul style="list-style-type: none">• physical or mental health details• racial or ethnic origin• religious or other beliefs• trade union membership• offences and alleged offences• criminal proceedings, outcomes and sentences	

The personal data we collect will be used for the following purposes:

- HR Records Management
- Payroll and Pensions
- Safeguarding
- Employment Relations
- Staff Support
- Staff Learning -ELearning – IT Systems (Email, storage, e-learning)

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- current, past or prospective employers
- educators and examining bodies
- trade, employer and professional organisations
- trade unions and staff associations
- healthcare, social and welfare organisations
- suppliers
- financial organisations



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- persons making an enquiry or complaint
- careers service
- press and the media
- local and central government
- security organisations
- police forces, prison and probation services, courts and tribunals
- suppliers and service providers

Our legal basis for processing the personal data:

- Leeds City College processes data in order to fulfil employment law and contractual obligations such as
 - Education and Skills Funding Agency (ESFA)
 - Higher Education Funding Council For England (HEFCE)
 - West Yorkshire Combined Authority (WYCA)
 - Pension Authorities
 - Exam Boards (OCR, AQA, City and Guilds, Pearson, Edexcel, AAT, Certa, NCFE, CIPS)
 - Healthcare, social and welfare organisations
 - Police forces, courts and tribunals
 - Local and central government
- Data Protection Policy statement for this personal data processing is recorded on Leeds City College Website (GDPR REC 1.0)

3.2 Disclosure

- The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Purpose – Teaching and Learning Systems – IT Systems (Google Applications for Education)

Third Party country (non-EU)/international organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
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Google	Certification to ISO/IEC 27001 Information Security standard.	https://cloud.google.com/files/ISO27001_Digital_V2.pdf
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3.3 Retention period

Leeds City College will process personal data for whilst you are a employee and will store the personal data for a number of years. The retention period for different classifications of personal data has been established in line with information management guidelines. Please refer to view [GDPR DOC 4.9](#) data retention periods.

3.4 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Leeds City College (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Leeds City College data protection representatives Data Protection Officer / GDPR Owner.



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The details for each of these contacts are:

	Supervisory authority contact details	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	https://ico.org.uk/concerns/	Graham Eland
Address line 1:		Leeds City College
Address line 2:		Park Lane Campus
Address line 3:		Leeds
Address line 4:		West Yorkshire
Address line 5:		LS3 1AA
Email:		gdpr@leedscitycollege.ac.uk
Telephone:	0303 123 1113	0113 386 1997

4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How we use your information

This privacy notice tells you how we, Leeds City College, will collect and use your personal data.

Why does Organisation Leeds City College need to collect and store personal data?

In order for us to provide you with a service we need to collect personal data your employment, course studies and examinations. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.



In terms of being contacted for marketing purposes Leeds City College would contact you for additional consent.

Will Leeds City College share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Leeds City College in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will Leeds City College use the personal data it collects about me?

Leeds City College will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Leeds City College is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Can I find out the personal data that Leeds City College holds about me?

Leeds City College at your request, can confirm what information we hold about you and how it is processed. If Leeds City College does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Leeds City College or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.



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- Information about your right to withdraw consent at any time.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Leeds City College accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate, utility bill (from last 3 months), etc.

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer / GDPR Owner contact details
Contact Name:	Graham Eland
Address line 1:	Leeds City College
Address line 2:	Park Lane Campus
Address line 3:	Leeds
Address line 4:	West Yorkshire
Address line 5:	LS3 1AA
Email:	gdpr@leedscitycollege.ac.uk
Telephone:	0113 386 1997

Document Owner and Approval

The Leeds City College Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.



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A current version of this document is available to all members of staff and students on the Leeds City College Staff and Student Intranets.

This procedure is issued on a version controlled basis.

Change History Record

Issue	Description of Change	Date of Policy
1.0	Initial issue	14/11/2017

