

Privacy Notice - Staff	
Process owner:	Data Protection Officer
To ensure that:	Members of staff are aware of their rights and privileges under current data protection legislation
Which applies to:	All staff
Monitoring and evaluation:	Deputy Principal Finance & Resources

Introduction
The GDPR introduces changes to the rights of individuals and to the responsibilities of organisations. This document seeks to address these, and to update and replace the existing BCoT staff privacy notice.

Scope
This privacy notice applies to all staff

Date Reviewed: May 2022		Date Review Due: May 2024
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Notice about how we use your personal information

We are the data controller of personal information about you. We are Basingstoke College of Technology, including BCoT Professional Services Ltd. Our address is: Worting Road, Basingstoke, Hampshire RG21 8TN.

Our Data Protection Officer is Greg Devereux-Cooke. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at gdpr@bcot.ac.uk or via telephone on 01256 306492.

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation (“**GDPR**”) and the Data Protection Act 2018.

This notice sets out how we use your personal information as your employer or when you apply for a job with us and in particular:

- the information that you give us;
- the uses made of your personal information;
- the legal basis on which we collect and use your personal information;
- how long we keep your personal information;
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Purpose:

The management of your pension fund, if a member of corporate staff and applicable to you

Organisation / type of organisation:

Teaching Pensions Scheme (TPS)

Purpose:

The management of your pension fund, if a member of teaching staff and applicable to you

Organisation / type of organisation:

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Purpose:

The management of your pension fund, if a member of corporate staff and applicable to you

Organisation / type of organisation:

Disclosure and Barring Service (DBS)

Purpose:

Required for the provision of vetting checks to ensure safeguarding of vulnerable groups and safer recruitment decisions

Organisation / type of organisation:

Bluesky Education

Purpose:

The setup, use and maintenance of performance development review software for employed staff

Organisation / type of organisation:

Software for People

Purpose:

The setup, use and maintenance of HR/Payroll software for employed and previously employed staff

Organisation / type of organisation:

Awaken Learning Ltd

Purpose:

The setup, use and maintenance of online learning software used for manual handling, health and safety and GDPR training.

Smoothwall Ltd

Purpose:

The setup, use and maintenance of online safeguarding software and e-learning

Netsweeper

Purpose:

Cloud based Web filtering software; usernames are shared.

Organisation / type of organisation:

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