

Employee Privacy Notice

1.0 Who we are and how to contact us

South Hampshire College Group (“the College”, “we”, “us”) is the data controller for the personal data collected and processed about you as part of your employment. We are committed to protecting the privacy and security of your personal data, in accordance with the UK GDPR and the Data Protection Act 2018.

If you have questions or wish to exercise your data rights, please contact our Data Protection Officer (DPO):
The DPO Centre Email: dp@shcg.ac.uk

2.0 Data Protection Principles

We will comply with data protection law, which means that the personal data collected as an employee will be:

- Used lawfully, fairly and in a transparent manner
- Collected only for valid purposes that are clearly explained to you, and not used in any way which is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes which we have told you about
- Kept securely

3.0 What personal data we collect

During your employment, we may collect and process the following categories of personal data:

Identification and contact information

- Name, date of birth, address, email, phone numbers
- National Insurance number
- Emergency contact and next-of-kin details

Employment and HR records

- Application and recruitment information
- Previous employment records
- Contract, role details, working hours
- Pay, tax, pension and benefits information
- Bank account information
- Absence, attendance and leave records
- Performance reviews, appraisals and capability records
- Training and professional development records
- Disciplinary, grievance or safeguarding case information

Right-to-work and compliance

- Passport or visa documentation
- DBS checks, barred-list checks or other statutory checks

Occupational health and wellbeing

- Information about health, fitness for work, reasonable adjustments
- Referrals or reports from occupational health providers

IT and facilities information

- ID card photographs
- Building access records
- Network, email and systems-use logs (for security and lawful use)
- CCTV footage on College premises

4.0 Special category data

We may process the following special category data where necessary and lawful:

- Health information (including sickness, disability, OH assessments)
- Race or ethnicity
- Religious or philosophical beliefs
- Trade union membership
- Sexual orientation

We process this data under **Article 9(2)(b)** (employment obligations), **9(2)(h)** (occupational health) and **9(2)(g)** (substantial public interest).

5.0 Criminal offence data

We process criminal offence data **only where required**, such as:

- Enhanced or standard DBS checks
- Disclosures relating to regulated activity or safeguarding requirements

Processing is carried out under statutory requirements and College safeguarding obligations.

6.0 How we obtain your data

We obtain personal data:

- **Directly from you** when you apply, onboard or update your information
- **From third parties**, including referees, previous employers, DBS, pension providers
- **From occupational health or wellbeing providers**

7.0 Why we process your personal data

We process employee personal data to:

- Manage your employment relationship
- Pay you and administer pensions, benefits, reimbursements
- Provide training, development and appraisal processes
- Support wellbeing, reasonable adjustments and occupational health
- Ensure compliance with employment law, safeguarding and health & safety regulations
- Manage conduct, capability, disciplinary and grievance processes
- Secure College systems and buildings
- Report to regulatory bodies where legally required
- Undertake workforce planning and organisational management
- To respond to and defend against legal claims

8.0 Legal bases for processing

We rely on the following legal bases under UK GDPR:

- **Contract** (Article 6(1)(b)) – to perform the contract we have entered into with you
- **Legal obligation** (Article 6(1)(c)) – to comply with a legal obligation placed upon the College e.g., HMRC reporting, safeguarding, H&S
- **Legitimate interests** (Article 6(1)(f)) – where the processing is in our legitimate interests and your interests and fundamental rights do not overwrite these e.g., building security
- **Consent** (Article 6(1)(a)) – for optional activities such as certain photographs or staff surveys (where consent is genuinely optional)

Where we rely on consent, it can be withdrawn at any time by contacting the DPO.

9.0 Data sharing: Who we share your information with

We may share your personal data with:

- HMRC
- Pension administrators and payroll processors
- Central and Local Government bodies
- Auditors
- Educational regulators – eg. Ofsted
- Police forces, courts, tribunals
- Regulatory bodies such as Department for Education, Education and Skills Funding Agency
- DBS and safeguarding authorities, where relevant
- Occupational health and wellbeing providers
- Professional bodies and training providers
- IT service providers and system hosts
- Legal advisers, insurers and regulatory bodies

We only share what is necessary, lawful and proportionate.

10.0 International transfers

If any of our systems transfer data outside the UK, we ensure that appropriate safeguards are in place, such as adequacy decisions or standard contractual clauses, in line with UK GDPR. For more information review the data retention and transfer policy.

11.0 Data Retention – How Long We Keep Your Information

We only keep your data for as long as necessary and in line with our internal retention schedule. Some records may be kept longer if required by law or needed to establish/defend legal claims. For more information, please see SHCG's data retention and transfer policy.

12.0 Security of Your Data

We have implemented appropriate technical and organisational measures to protect your personal data from accidental or unlawful destruction, loss, alteration, or unauthorised disclosure. In addition, we limit access to your personal data to those trusted third parties who have a business need to know.

13.0 Your data protection rights

Under UK GDPR, you have the right to:

- **Access** your personal data
- **Rectify** inaccurate or incomplete information
- **Erase** data (in certain circumstances)
- **Restrict** processing
- **Object** to processing based on legitimate interests
- **Data portability** (where applicable)

To exercise any of these rights, please contact the DPO.

14.0 Automated decision -making

We do **not** make decisions about employees based solely on automated processing, including profiling.

15.0 Concerns or complaints

If you have concerns about how we handle your data, please contact the College in the first instance. If you remain dissatisfied, you can raise a complaint with the ICO:

- **Online:** ico.org.uk/make-a-complaint
- **Helpline:** 0303 123 1113
- **Post:** ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

16.0 Updates to this notice

We review this notice at least annually and after any significant changes to how we process employee data.

Last updated: January 2026