



Privacy Notice

Staff

This notice covers the processing of personal data when you are an employee of New College Lanarkshire.

The data controller for the personal data being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal data you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal data we process

- Name
- Contact details
- Gender
- Date of Birth
- Application and employment offer information
- Employment contract details (job title, start and end dates, salary)
- National Insurance Number
- Payroll details (tax code, deductions, bank details)
- Pension Scheme details
- Marital status and dependants
- Photographs
- Next of Kin/ Emergency contacts
- Staff benefit information
- PVG Membership number
- Criminal Convictions and offences
- Health and medical conditions
- Occupational Health Reports
- Equality Monitoring
- Trade Union Membership
- Performance Information
- Disciplinary and grievance information
- Use of ICT and door entry systems
- Driving licence / offences (where required to drive College vehicles)
- CCTV

We collect the majority of your personal data from you during recruitment and throughout your employment. In certain circumstances we will also receive data from Disclosure Scotland, General Teaching Council Scotland, SSSC, Occupational Health, HMRC, Department of Work & Pensions.

How we use your personal data

We process your data for the following purposes and under the lawful basis explained below:

Purpose	Lawful Basis
Contract management <ul style="list-style-type: none">• To manage staff contacts and facilitate changes• To manage contract termination• Facilitate access to College buildings, ICT systems and services• Undertaking/implementing salary reviews and calculating compensation e.g. voluntary severance	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996
TUPE, restructuring and consultations <ul style="list-style-type: none">• To facilitate the transfer of staff into employment• Plan and consult on restructuring or employment changes.	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996

	and Transfer of Undertakings (Protection of Employment) Regulations 2006
Payroll and Pension administration <ul style="list-style-type: none"> To pay you and make relevant deductions e.g. Tax, NI, TU membership To pay your expense claims To enrol you in a workplace pension To administrate and manage pension membership and deductions 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996
Leave and absence management <ul style="list-style-type: none"> To manage leave entitlements Sickness Absence management Special leave administration 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996 Special Category Data: Article 9(2)(b) Employment, social security and social protection law
Occupational health <ul style="list-style-type: none"> To make referrals to Occupational Health service To implement recommendations from Occupational Health reports To ascertain an individual's fitness to work. 	Contract: Contract of Employment Legal Obligation: Health and Safety at Work Act 1974 Special Category Data: Article 9(2)(h) Health or social care
Continuous professional development <ul style="list-style-type: none"> To manage staff induction and maintain records of training To identify education, training and development requirements Facilitate personal development discussions To maintain records of CPD To administrate and manage staff development bursaries 	Contract: Contract of Employment
Disciplinary and Grievances <ul style="list-style-type: none"> To investigate complaints or suspicions that any practice or conduct does not meet the standards of employment or professional expectations or requirements. Gathering evidence for possible grievance or disciplinary matters Managing legal disputes involving you, or other employees. 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996 Special Category Data: Article 9(2)(b) Employment, social security and social protection law
Employee benefits <ul style="list-style-type: none"> To administrate access to employee benefits 	Legitimate Interests
Health and Safety <ul style="list-style-type: none"> To fulfil our obligations to provide a safe working environment To record incidents and report to RIDDOR as necessary To manage legal disputes arising from accidents at work To manage approved drivers of NCL vehicles 	Legal Obligation: Health and Safety at Work Act 1974
Equality Monitoring and Reporting <ul style="list-style-type: none"> To provide you with advice and support to you, including disability services and any reasonable adjustments To meet our obligations to assist with monitoring equality of opportunity and eliminating unlawful discrimination To create and assess Equality reports, such as: mainstreaming equalities and equalities reporting duty in the Scottish Funding Council Staffing return 	Legal Obligation: Equality Act 2010 Special Category Data: Article 9(2)(g) Substantial public interest
Protection of Vulnerable Groups (PVG) <ul style="list-style-type: none"> To complete Disclosure and PVG checks where required for your role To report to Disclosure Scotland where required by law 	Legal Obligation: Protection of Vulnerable Groups (Scotland) Act 2007 Special Category Data: Article 9(2)(g) Substantial public interest
Management Planning and forecasting <ul style="list-style-type: none"> Budgeting 	Contract: Contract of Employment

<ul style="list-style-type: none"> Workforce planning 	Public Task: Further and Higher Education (Scotland) Act
Academic Delivery and Verification Processes <ul style="list-style-type: none"> Course timetabling Evidence qualifications and experience To facilitate internal and external verification processes To investigate malpractice and maladministration 	Contract: Contract of Employment Public Task: Further and Higher Education (Scotland) Act
Protecting Public funds <ul style="list-style-type: none"> To share data with the National Fraud Initiative for the purposes of detecting and preventing fraud Please also see National Fraud Initiative Privacy Notice	Legal Obligation: Public Finance and Accountability (Scotland) Act 2000 Special Category Data: Article 9(2)(g) Substantial public interest
Regulatory Reporting and Audits <ul style="list-style-type: none"> To meet reporting requirements of funders To meet internal and external audit obligations 	Public Task: Further and Higher Education (Scotland) Act
ICT Security <ul style="list-style-type: none"> To monitor use of College information and communication systems to ensure compliance with our Acceptable Use Policy and ICT Policies. To ensure network and information security, including preventing unauthorised access to ICT systems and preventing malicious software distribution. To allow secure access the College network and ICT systems via multi factor authentication and Intune company portal where staff use personal devices. 	Contract: Contract of Employment
Campus Security <ul style="list-style-type: none"> To maintain the security of all campus users through the effective identification of members of staff via ID Badges To provide a safer environment for our students, staff and visitors To protect the building and assets of the College, to ensure they are kept free from intrusion, vandalism, damage or disruption Please also see our CCTV Privacy Notice	Legal Obligation: Health and Safety at Work Act 1974
Collective Bargaining <ul style="list-style-type: none"> To provide data to Colleges Scotland to enable agreements to be reached under National Bargaining with recognised Trade Unions i.e. pay agreements, job evaluation etc 	Legal Obligation: Trade Union and Labour Relations (Consolidation) Act 1992
Emergencies <ul style="list-style-type: none"> To contact your emergency contacts in the event of an emergency situation. 	Vital Interests

Sharing your personal data

We will share your personal data with the following:

- Disclosure Scotland
- Occupational Health Providers
- Pension Providers
- Audit Scotland / Internal Auditors
- HMRC
- Insurers
- Awarding Bodies
- Scottish Funding Council
- External Funding Providers
- Employee Benefit Providers
- Trade Unions (if you are a member)

Failure to provide personal data

If you do not provide personal data that is required for a lawful purpose or to fulfil our contractual obligations to you, the College may be prevented from complying with our legal obligations and will not be able to perform the

contract that we have entered into with you. In some cases, this could have an effect on your continued employment or lead to the withdrawal of any offer of employment made.

Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, audit, or reporting requirements.

- Staff records are retained for 6 years after contract termination.

Your Rights

You have rights in relation to the personal data the college use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

You also have the right to complain directly to the Information Commissioners office (ICO). You can contact the ICO on 0303 123 1113 or for more information visit [Make a complaint | ICO](#)