

## Privacy Notice for Staff at Bolton College

### Notice about how we use your personal information:

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("**GDPR**").

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;
- how we share your personal information;
- how we transfer your personal information outside of Europe; and
- your rights over your personal information.

### The information you give us:

We will collect personal information from you when you apply for a job with us. This will include your:



penalties, including the safeguarding against and the prevention of threats to public security;

with appropriate bodies where we are required to do so as part of our legal safeguarding requirements;

with the Disclosure and Barring service:

(<https://www.gov.uk/government/publications/barring-privacy-policy>) to support our recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children

with appropriate organisations which are in place to support our employment relationship i.e. payroll provider, pension services

### **How we transfer your personal information outside of Europe:**

The College does not directly transfer your personal information outside Europe. However, we do supply your name and college email address to Microsoft and Google who provide services to staff and students. That information may be transferred outside Europe by those companies.

Both these companies comply with Privacy Shield. For further information on Privacy Shield visit: <https://www.privacyshield.gov/welcome>

### **Your rights over your personal information**

You have a number of rights over your personal information, which are:

the right to make a complaint to the Information Commissioner's Office (ICO)

HR also periodically provides you with a copy of the personal contact information we hold about you and ask you to check the details and feedback required changes.

Please note that changes to names require evidence of legal name.

### **Changes to our Privacy Notice**

We keep our privacy notice under regular review. Any changes we make to our privacy policy in the future will be notified on the staff intranet home page.

### **Our Data Protection Officer**

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:

Address:       Data Protection Officer  
                  Bolton College  
                  Deane Road  
                  Bolton  
                  BL3 5BG  
Email:         [dpo@boltoncc.ac.uk](mailto:dpo@boltoncc.ac.uk)  
Telephone:    01204 482020

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