

**LEICESTER COLLEGE OF PERFORMING ARTS (LCPA)
PRIVACY NOTICE FOR STAFF, TUTORS, VOLUNTEERS, ASSOCIATES & GOVERNORS
EFFECTIVE FROM 25th MAY 2018**

LCPA will control and process your personal data in accordance with the Data Protection Act 1998, and the General Data Protections Regulation from the 25th May 2018 when it came into force.

The ‘what’ and ‘why’ of collecting your personal data.

- LCPA will undertake the following administrative activities in relation to the processing and exchange of personal ‘workforce’ data where appropriate for the purposes of:
- Communication – this includes contact details
- Recruitment and Employment or Role – this includes applications, references, history of employment, DBS checks, identification, qualifications, performance management and training
- Finance – this includes bank details for making payments

LCPA uses workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- quality assurance

How LCPA collects your personal data.

Workforce data is essential for the success of the college’s operation. Personal data will only be collected through an appropriate process related to the context of their LCPA role, i.e., of being a member of staff, teacher, volunteer, associate, governor, or a general enquirer. Such personal data will only be collected through an appropriate process, e.g., that of appointment, application, management process, enquiry, etc. Such personal data collected will not be used by LCPA other than for the purposes of communicating with the person, their employment or role, making payments, ensuring quality. Data collected would be appropriate to their role.

What LCPA does with your personal data.

Personal data may be processed in hard copy or electronically. Personal data will be collected, stored, and processed by LCPA for the above-mentioned purposes. LCPA holds data securely for the set amount of time shown in our data retention schedule (see LCPA’s Data Protection Policy), it being kept for no longer than necessary.

Who LCPA shares your personal data with.

We do not share information about our workforce members with anyone without consent unless the legal statutory requirements or our policies allow us to do so. LCPA will share some personal and appropriate information with relevant staff and governors. LCPA will, where required, provide personal data to Government Departments and Public Bodies, and any Partnership Providers of teaching and learning.

The Department for Education (DfE) and the Education Skills Funding Agency (ESFA) collects personal data from educational settings via various statutory data collections. We are required to share information about our government funded courses for the purpose of those data collections. This data is used to: inform government policy; is linked to college funding and expenditure; and supports ‘longer term’ research. Where data is transferred directly to the DfE or the ESFA or via a Partnership Provider, it is done securely and held under a combination of software and hardware controls which meets the current government security policy framework.

General Enquirers.

When general enquiries are made, LCPA will ask for and hold the appropriate and minimum personal information to enable the enquiry to be resolved. The information will be erased on the satisfactory resolution of the enquiry.

What are your rights.

Under data protection legislation, you have the right to:

- request a copy of personal information LCPA holds about you
- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on our processing of your data
- to object to processing
- to request your data to be ported

You also have the right to:

object to processing of personal data that is likely to cause, or is causing, damage or distress

prevent processing for the purpose of direct marketing

object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and

a right to seek redress, either through the ICO, or through the courts.

LCPA is obliged to respond within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998. Applications should be made to the LCPA's Data Protection Officer.

For the purposes of this Privacy Notice LCPA is a 'data controller' and 'data processor' under the terms of the Data Protection Act 1998. As a data controller LCPA is required to determine the purpose(s) for which 'personal data' (information about individuals from which they can be identified) is processed and the way in which that processing is undertaken. It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom this may be passed to.