

Name of colleague \_\_\_\_\_



## **General Data Protection Regulations (GDPR) – Information for Staff**

I acknowledge that the College needs to hold certain information about me in order to operate.

### **Section 1 – Information we have to collect and process**

The categories of employee information that we collect, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- Biometric data in the form of your finger print if you wish to purchase food in school
- work absence information (such as number of absences and reasons)
- qualifications and recruitment information (and, where relevant, subjects taught)
- record of any known disability
- conduct at work, including the outcome of any disciplinary action

### **Section 2 – Right to access**

Under the GDPR, it is your right to request access to the information that we hold on you. If you wish to exercise this right, please inform the College Principal in writing. There is no charge for this service.

### **Section 3 – Right to have information removed**

If you believe that any of the information we hold on you is incorrect, please inform the College Principal in writing. If we agree that the information is inaccurate, we will either change this or remove it from your record.

### **Section 4 – Awareness raising**

I acknowledge that I am aware of my responsibilities under the GDPR and have received a briefing from Senior Leaders.

*A detailed privacy notice on how workforce information is used and processed is available on the College website*

Signed \_\_\_\_\_

Date \_\_\_\_\_