



Leo Baeck College

Staff Employment Privacy policy February 2021

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Leo Baeck College is Sponsored by: Liberal Judaism, Movement for Reform Judaism • Affiliate Member: World Union of Progressive Judaism

A. What personal data is collected?

We collect the following personal data during our application process:

- bank account details – to process salary payments
- P45/HRMC checklist
- other financial information, e.g. student loans; information in relation to your tax status including your national insurance number
- pension application or opt-out form
- emergency contact details – in case there is an emergency at work
- your gender and other equalities data
- your marital status and family details
- a declaration regarding any potential conflicts of interest, the information will be held on personal files
- for roles where this is appropriate, a signed declaration of confidentiality

The terms of your employment will be confirmed. This will include the following personal data:

- your contract of employment (or for services) including start and end dates of employment/engagement
- role, location and working hours
- details of any promotion
- salary and pension
- benefits and holiday entitlement

During your employment, the following personal data may be generated:

- disciplinary or grievance investigations/proceedings (whether or not you were the main subject of those proceedings)
- performance and behaviour at work
- training records
- electronic information (such as audit logs) in relation to your use of IT systems/swipe cards/telephone systems/entry systems;
- your images (e.g. photographs or video); and
- car details (about those who use our parking facilities).

B. Do you collect any special category data?

We collect the following special category data:

- sickness absence, health and medical conditions
- fitness to work certificates

C. How do you collect my data from me?

Electronic data is collected and held on

- secure servers

Hard copy information such as letters and signed contracts are stored in

- locked filing cabinets the main office

We also collect Special Category Personal Data that you make public (disclose) yourself, for example, when seeking pastoral care.

D. Is any other data about me collected indirectly?

Colleagues may provide personal information about you during the course of your employment.

E. Is any data collected when I used your website?

No.

F. How do you use my personal data? And how do you justify it?

The personal data collected and generated during your employment will be used for the purpose of

- administering your contracts of employment,
- payroll and pensions,
- training and appraisal,
- monitor equal opportunities
- managing access to various services, such as IT.
- provide pastoral care: e.g.
 - to look after your health and safety
 - monitor your absence,
 - assess your fitness for work,
 - to pay you benefits, and
 - to make reasonable adjustments
- monitoring compliance with our policies and contractual obligations.

We need this data so that we can

- perform the contract of employment between us, and
- complying with our legal and statutory and obligations.

Classes may be recorded including one-to-one teaching tutorials delivered online. This is on the basis of legitimate interests. The college considers that the processing is necessary for the purposes of the legitimate interests pursued by the college (to support the college in meeting its safeguarding obligations) and does not consider that these interests are overridden by the interests or fundamental rights and freedoms of the staff or students.

We need the special category personal data

- for diversity monitoring and health and safety;
- where processing is necessary for the establishment, exercise or defence of legal claims; and

- where processing is necessary for the purposes of occupational health or for the assessment of your working capacity.

G. Do you share my data with any other organisations?

We may share your personal information with our service providers/data processors so that they can carry out work on our behalf.

- Zoom – for online group classes and one-to-one sessions
- Microsoft Teams
- LBC cloud – data storage
- outsourced IT and Finance services
- other educational organisations
- government departments and agencies
- funding bodies/sponsors.

H. How long do we keep your information?

The personal data collected and generated during your employment will be retained as part of your personal file for the duration of any employment.

At the end of the employment contract, this information will then be archived and securely kept for seven years.

Recordings made of online group classes and one-to-one sessions will be destroyed two years after the student graduates from the programme.