

EMPLOYEE PRIVACY NOTICE

1. Introduction

The College processes personal data relating to employees to administer employment, fulfil legal obligations, support safer recruitment, ensure health and safety, and maintain an inclusive, equitable working environment.

This Privacy Notice explains how the College collects, uses, stores and protects personal data relating to employees in compliance with UK GDPR and the Data Protection Act 2018. It contains only information relevant to employees and excludes all student-related references.

2. Data Protection Officer and Contacts

Data Protection Officer (DPO): Vice Principal Corporate Services. Deputy Data Protection Coordinator: HR Manager (Employees). Contact: lhsconfidential@caw.ac.uk

3. Information We Collect

Personal identifiers; contact details; employment history; contractual information; payroll and bank details; right-to-work evidence; DBS checks (where required); attendance and leave records; performance records; training data; occupational health information (where necessary and lawful); equality and diversity monitoring data (where provided voluntarily).

4. Why We Process Data

To administer employment contracts, process payroll and benefits, comply with employment and safeguarding legislation, complete safer recruitment checks, ensure workplace adjustments, fulfil equality duties, meet health and safety requirements, support HR processes, and respond to legal claims.

5. Safeguarding and Legal Duties

The College processes employee data to meet safer recruitment obligations, including identity checks, vetting, DBS screening (where role requires), safeguarding training compliance, and lawful information sharing with statutory bodies. This applies only to employee-related safeguarding requirements.

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6. Lawful Bases

We rely on the following bases under UK GDPR: contract, legal obligation, legitimate interests, substantial public interest (safeguarding, equality monitoring), and consent (for optional data only).

7. Who Has Access

Data access is limited to HR, Payroll, Finance, IT (for systems access), occupational health providers, line managers (where necessary), and legally-mandated external bodies. Third-party processors operate under GDPR-compliant contracts.

8. Data Security

We use secure systems, controlled access, encryption, staff training, and DPIAs for high-risk processing. Only authorised staff may access personal data for legitimate purposes.

9. International Transfers

Data is not normally transferred outside the UK. If required, lawful transfer safeguards will be applied.

10. Retention

Employee data is retained according to statutory requirements and the College Retention Schedule.

11. Your Rights

Employees have the right to access, rectify, erase, restrict, object to processing, and request data portability (where applicable).

Subject Access Requests can be made using **Appendix 1**.

12. Failure to Provide Data

Certain information is required for legal or contractual reasons. Failure to provide it may affect employment or legal compliance.

13. Complaints

Concerns can be raised with the DPO or the Information Commissioner's Office (ICO).

14. Review

This notice is reviewed annually or when legislation changes.

Appendix 1: Subject Access Request (SAR) Form

To request access to your personal data, please complete the College SAR form available via HR or the intranet.

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Equality Impact Assessment Tool

1. Aims and Implementation

This Policy has been assessed for equality impact by Human Resources.

The purpose of this assessment is to ensure the policy does not unlawfully discriminate against any individual or group and supports the organisation's commitment to equality, diversity and inclusion.

2. Evidence and Data

Barriers could result in		
Equality Group	Impact	Assessment
Age	Neutral/ Positive	Policy applies equally to all employees. Transparency supports understanding of rights across all age groups.
Disability	Positive	Policy supports accessibility through provision of information in appropriate formats and ensures reasonable adjustments where required (e.g. for SARs or communications).
Gender Reassignment	Positive	Special category data is processed with enhanced safeguards, protecting confidentiality and reducing risk of discrimination.
Marriage and Civil Partnerships	Neutral	No differential impact identified. Data is processed consistently regardless of marital status.
Pregnancy and Maternity	Positive	Sensitive data (e.g. maternity, health) is protected and processed lawfully, supporting fair treatment and workplace adjustments.
Race	Positive	Equality monitoring data supports identification of disparities while being processed securely and voluntarily.
Religion or Belief	Neutral/ Positive	Data relating to beliefs is protected as special category data and handled with appropriate safeguards.
Sex and Sexual Orientation	Positive	Sensitive personal data is protected, ensuring confidentiality and reducing risk of discrimination.

3. Assessment of Impact

No adverse impact has been identified. The policy is considered to have a neutral and/or positive impact across protected characteristics.

The policy will be monitored to ensure no disproportionate impact occurs and reviewed if required.

Review Arrangements and Version Control:

This version of The College of Animal Welfare’s Employee Privacy Notice replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control. The College of Animal Welfare will review this policy regularly as part of internal continuous improvement processes and will revise it as and when necessary, in response to changes in our practices, actions from the regulatory authorities or inspections, changes in legislation, or trends identified from previous situations.

Documented changes from previous version	
Section	New document
Equality Impact Assessment	New section

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