

Staff Privacy Notice

This notice explains how Leeds College of Music collects and shares your personal data, before, during and after you are employed by us, and how we comply with Data Protection law.

How we obtain personal data about you

We obtain personal data about you from the following sources:

- from you, when you apply for a job or are engaged as an employee
- from third parties, for example previous employers and the Disclosure and Barring Service

Some information that we request is *special category data*, for example information about your race, ethnic origin, religion, health or sexual orientation. You will be able to choose whether you share this information with us.

The purposes for which we process your personal data and the legal basis for processing

We process your personal data for purposes connected with your employment, your use of our services, your health, safety and wellbeing and the administration of the conservatoire.

Specific purposes are:

- Staff recruitment, administration of your employment, pay and benefits;
- Administration of staff policies and procedures;
- Provision of services such as Library, IT and staff wellbeing support, and the monitoring and quality assurance of these services;
- Administration of your pension;
- Compliance with government requirements, including visa and immigration requirements and production of statistical returns.
- Informing you about conservatoire services, events and opportunities relevant to your employment;
- Ensuring the safety of people and property, including ID card production, access control and CCTV; and
- The operation of lecture capture recording relating to educational activities.

We will only process your personal data where:

- It is necessary for us to meet the obligations of your employment contract;
- Is it necessary for us to comply with a legal obligation, like providing your data to HESA;
- It is necessary for us to carry out a task in the public interest, in particular our educational activities;
- It is necessary to protect your life or someone else's; in extreme circumstances we may need to release information about you, for example if there is a medical emergency;
- It is necessary for the purposes of a legitimate interest of the conservatoire, normally where this supports the provision of educational or employment opportunities to our students and staff; and/or
- You have given us your consent to do so.

We will only process *special category data* where:

- You have given us your consent to do so;
- It is necessary for reasons of substantial public interest; and/or
- In connection with a legal claim.

If you use our website, we use Cookies that will collect your personal data. Our policy on the use of Cookies is available at <https://www.lcm.ac.uk/privacy-cookies/>.

Data sharing

We may share information about you for the following purposes:

- With HESA, the statistical body designated by the Office for Students, whose collection notice can be accessed here <https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- With government bodies designated by the Office for Students for quality assurance, inspection, funding allocation and audit purposes;
- With the Home Office, for the administration of visas and immigration;
- With the Disclosure and Barring Services, for the purposes of safer recruitment;
- With the University of Hull and its external examiners, and other bodies that validate or accredit our provision;
- With the Leeds City College Group, where it provides services to Leeds College of Music as its wholly owned subsidiary;
- With banks and financial institutions in relation to pay and benefits;
- With the police or another regulatory body for the investigation of crime;
- With the emergency contact that you provide and/or the emergency services in an emergency situation;
- With employers and other educational institutions that you refer to us to provide references;
- With the conservatoire's auditors, lawyers and insurers;
- With data processors who process data on behalf of the conservatoire for our purposes, where we are satisfied that they provide adequate safeguards for your privacy; and/or
- On our website and social media platforms, for the promotion of our educational activities.

Transfers outside the EEA

Sometimes we need to transfer data outside the European Economic Area. We will only do this where we are satisfied that the party that handles the data and the country it is processing it in provide adequate safeguards for personal privacy.

Records retention

We will hold your personal data according to our records retention policy and schedule. In general, we will retain applicant information for one year, most employee information for seven years following the end of employment and pension information until the pension is drawn.

Your rights

You have the right to request access to, copies of and correction of personal data that we hold about you, and to request that we restrict processing or object to processing your data. In some cases, you can request that we erase your personal data and/or provide it in a format that can be transferred easily to a different organisation. If you wish to make use of one of these rights, please contact dataprotection@lcm.ac.uk.

If we have asked for your consent to process your personal data, you can withdraw this consent at any time. To withdraw consent, please contact the relevant department, or if you are unsure, contact dataprotection@lcm.ac.uk. We will explain whether there will be any consequences of withdrawing your consent.

Each year during our Personal Details Audit you will have the opportunity to tell us how you want us to contact you. If you want to change your preferences during the year, email hr@lcm.ac.uk.

Data controller, contact details and complaints

Leeds College of Music is the data controller for data collected under this privacy notice. We are registered with the Information Commissioner's Office, registration number Z5200037.

If you have any questions or concerns about how your personal data is being processed, you can contact our Data Protection Officer, David Warren, via dataprotection@lcm.ac.uk or on 0113 222 3400.

If you are unhappy with the way we have processed your data you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk>, but we ask that you raise the issue with our Data Protection Officer first.