



INFORMATION SECURITY & DATA PROTECTION: STAFF PRIVACY NOTICE

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by

Approved by: **ISMS Committee**

Reviewed by: **Director of ICT**

**Date of next
review**

October
2025

This policy and procedure is subject to The Equality Act 2010 which recognises the following Protected





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1 SCOPE

We will hold and process any personal data, including sensitive (special category) personal data, relating to you in accordance with our legal obligations, in the manner set out in the Privacy Notice for Staff and in accordance with our [Data Protection Policy](#). You should familiarise yourself with our Data Protection Policy (and all other subsidiary policies to it) and comply with them at all times. Neither the Privacy Notice for Staff nor those policies form a part of your contract of employment.

2 NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Boston College. Our address is: Skirbeck Road, Boston, Lincolnshire, PE21 6JF.

Our Data Protection Officer is Evalian Ltd. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at West Lodge, Leylands Business Park, Colden Common,



We treat your personal information with confidentiality and we do not use it for any other purposes.

5 THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

We collect and use your personal information on the basis that it is necessary for performing our employment contract with you, or it is necessary to take steps before entering into the contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law. Special categories of personal data are personal data that reveal a person's racial or ethnic origin, political opinions, religions or philosophical beliefs, trade union membership, genetic data (i.e. information about their inherited or acquired genetic characteristics, information about their physical, physiological or behavioural characteristics (such as facial images and fingerprints), physical or mental health, sexual life or sexual orientation and criminal records).

6 HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for one year after the interview has taken place.



current, past or prospective employers

educators and examining bodies

trade, employer and professional organisations

trade unions and staff associations

healthcare, social and welfare organisations e.g. Occupational Health

suppliers e.g. Westfield.

Financial organisations e.g. Banks/Mortgages or Lettings but only where authority has been given

Survey and research organisations

Persons making an enquiry or complaint

Careers service

Press and the media

Local and central government

Security organisations

Police Forces, Prison and Probation Services, Courts and Tribunals

Suppliers and service providers

Boston College processes personal data in order to fulfil contractual obligations such as:

Education and Skills Funding Agency (ESFA)

Office for Students (OfS)

Lincolnshire County Council (LCC)

Pension Authorities and Administrators of

Exam Boards

Healthcare, social and welfare organisations

Police forces, courts and tribunals

Local and central government

Office of National Statistics (ONS)



8 HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE OF EUROPE

We do not store or transfer your personal data outside of Europe.

9 YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);

<http://www.ICO.org.uk>