

Chesterfield College Tenant/Seller Privacy Notice

Chesterfield College collects and processes personal data relating to its tenants and seller' to manage the financial relationship. The college is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the college collect?

The college collects and processes limited information about you. This includes:

- Your business name, full name, address and contact details, including email address and telephone number.
- Details of your bank account for payment purposes.
- Information about your criminal record for Disclosure and Barring Services (DBS) purposes.
- Annual cautions, convictions and declarations for DBS purposes.
- Details of your tenancy schedule if appropriate.
- Details of stock items if appropriate for the purpose of paying you.

The college collects this information prior to a tenancy agreement and or acceptance of supplier request form. DBS checks are completed in line with our safeguarding requirements. The College undertake annual declarations to ensure we are kept up to date with any cautions, convictions or declarations. In some cases, the college collects personal data about you from third parties, such as information from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file, in the college's HR management systems and in other IT systems (including the college's email system).

Why does the college process personal data?

The college needs to process data to enter into a tenancy agreement and or seller agreement with you and to meet its obligations under your contract. For example, it needs to process your data to provide you with a tenancy agreement or seller agreement and to pay you in accordance with the contract or seller agreement.

In some cases, the college needs to process data to ensure that it is complying with its legal obligations. For example, it is required to comply with health and safety laws and carry out criminal records checks to ensure that individuals are permitted to contract within an educational setting. You can ask us to stop processing this data at any time.

Lawful basis for processing your personal data

We rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(b) which relates to processing necessary for the performance of a contract.

Criminal convictions and offences

We process information about criminal convictions and offences for Disclosure and Barring Services only.

The lawful basis we rely to process this data are:

Article 6(1)(b) for the performance of a contract.

In addition we rely on the processing condition at Schedule 1 part 1 paragraph 1.

Who has access to data?

Chesterfield College Tenant/Seller Privacy Notice

Your information will be shared internally, including members of the Business Support function such as Human Resources, Finance, Estates to provide relevant services. The college will not transfer your data to countries outside the United Kingdom.

How does the college protect data?

The college takes the security of your data seriously. The college has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where do we disclose, share and store data?

We will not sell your personal data. The Chesterfield College Group is based in the UK and we will store your data within our business systems to collect and issue payments to you.

The personal data we collect is processed by our staff in the UK. For the purposes of IT hosting and maintenance, this information may be located on servers within the European Union and, occasionally, trusted parties outside the EU may have access to certain parts of the data we collect. No third parties have access to your personal data unless UK or EU law allows them to do so, or an official processing agreement is in place with the Chesterfield College Group.

For how long does the college keep data?

The college will hold your personal data until the end of your contract of service or closure of your accounts record. The periods for which your data is held after all payments are settled is 3 months.

Your rights

You have the right to object to the use of your personal information, the right to see the personal information held and the right for it to be changed if it is wrong. You also have the right to ask us to restrict the processing of your personal information in certain circumstances. If you would like to exercise these rights, please contact the Data Protection Officer at dataprotection@chesterfield.ac.uk

More information

When we ask you for information we will keep to the law including the Data Protection Act 2018 and UK General Data Protection Regulation. If you are unhappy with the way the College has acted, you can make a complaint.

If you are not happy with the way we are using your personal data, you should first contact dataprotection@chesterfield.ac.uk

If you are still unhappy, or for independent advice about data protection, policy and data sharing, you can contact:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

<https://ico.org.uk/>