

## Staff Privacy Notice

### 1. About this document

This privacy notice explains how the National Film and Television School ("we", "our", "us", "the School") collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective members of staff of the School ("you", "your").

You should read this notice, so that you know what we are doing with your personal data. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future.

The School is the data controller of your personal data and is subject to the Data Protection Act 2018. "Data controller" is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.

The School's Data Protection Policy can be found here: [Data Protection Policy](#)

This notice applies to current and former employees (including apprentices), workers (including craft trainees) and contractors. Accordingly all references in this Notice to 'Employment' or 'Employment Contract' equally apply to 'worker' and 'worker contract' and 'apprenticeship agreements'. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

### 2. How we handle staff personal data

The School collects and retains personal information, in various formats, about our current, past and potential staff for a variety of purposes. We hold this personal information about our staff securely, both in hard copy format and electronically.

This notice provides information about the use of personal information while you are an employee or worker at the School. As a member of staff, you also have certain legal and contractual responsibilities to protect the personal

information of other people (e.g. other employees or students) by handling it appropriately.

### **3. What is ‘personal data’?**

‘Personal data’ is any information that relates to an identifiable natural person. Your name, address, contact details, salary details and CV are all examples of your personal data, if they identify you.

### **4. How does this notice relate to other information about data protection?**

When you applied to become a member of staff you were told how the School would use your personal information during the recruitment process and for related purposes. You were referred to this notice for a fuller statement of the uses we would make of your personal information if you became a member of staff. In addition to the information published here, when you use specific services and facilities offered by the School, you will be told about any other uses of your personal information. For example, there are separate statements for users of School websites and IT services.

### **5. Who will process your personal information?**

The term “process” means any activity relating to personal data, including, by way of example, collection, storage, use, consultation and transmission.

The information published here applies to the use, sharing and disclosure of your personal information by the School.

### **6. What personal information will be processed?**

We process your personal data for particular purposes in connection with your employment or engagement with us, and the management and administration of our business.

The School will keep a record of the details you provided on your application form, any supporting documents requested and additional details provided by any referees and recorded following any interview process. We will maintain various administrative and financial records about your employment at the School, and about your use of the facilities and services that we offer.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

In addition to this the School may process some information about you, some of which you have chosen to give to us, that is classed as 'sensitive' or 'special category' personal data, and which requires additional protections. This includes information concerning your ethnicity, sexual orientation, religious beliefs or health/disability for planning and monitoring purposes, or in order to provide care, help or suitable adjustments. For certain roles, other sensitive information may be processed, such as information about past criminal conviction. Access to, and the sharing of, your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

## **7. The types of information we collect**

We may collect the following types of personal data about you:

- (a) your name, photograph and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number) and your passport number or national identity card details, country of domicile and your nationality.
- (b) information relating to your education and employment history, the school(s), sixth form college(s) and other colleges or universities you have attended and places where you have worked.
- (c) bank account details, payroll records and tax status information.
- (d) compensation History;
- (e) Information about your terms and conditions of your employment including your remuneration, including entitlement to benefits such as pensions or insurance cover;
- (f) information about your marital status, next of kin, dependants and emergency contacts;
- (g) information about your nationality and entitlement to work in the UK;
- (h) information about your criminal record;
- (i) details of your schedule (days of work and working hours) and attendance at work;
- (j) details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- (k) details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;

- (l) assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;

We may also collect, store and use the following more sensitive types of personal information:

- (m) information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- (n) details of trade union membership; and
- (o) equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

and in the case of Apprentices engaged by us:

- (p) assessment records including results of End Point Assessment;

The organisation collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by former employers and background check agencies.

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

## **8. What is the purpose and legal basis of the processing?**

The School will process your personal information for a range of contractual, statutory or public interest purposes.

The School needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits, pension and other entitlements.

In some cases, the School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's

entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

Please note that where the processing of your personal data is either:

- necessary for us to comply with a legal obligation; or
- necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it

and you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our contract of employment or engagement with you.

In other cases, the School has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

Processing employee data allows the organisation to:

- (a) maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- (b) operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- (c) operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- (d) assess your suitability for a particular role or task (including any relevant right to work checks).
- (e) support you in implementing any health-related adjustments to allow you to carry out a particular role or task.
- (f) administer remuneration, payroll, pension and other standard employment functions.
- (g) administer HR-related processes, including those relating to performance/absence management, disciplinary issues and complaints/grievances.
- (h) obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;

- (i) operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- (j) operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace. This may include the use of CCTV in line with our CCTV privacy notice [add link];
- (k) provide references on request for current or former employees;
- (l) operate security (including CCTV), governance, audit and quality assurance arrangements.
- (m) deliver facilities (e.g. IT, libraries), services and staff benefits (e.g. pensions) to you, and where appropriate to monitor your use of those facilities in accordance with School policies (e.g. on the acceptable use of IT).
- (n) communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars.
- (o) support your training, health, safety and welfare requirements.
- (p) compile statistics and conduct surveys and research for internal and statutory reporting purposes.
- (q) fulfil and monitor our responsibilities under equalities, immigration and public safety legislation.
- (r) enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).
- (s) respond to and defend against legal claims; and
- (t) maintain and promote equality in the workplace.

and in the case of Apprentices engaged by us:

- (u) complying with any reporting requirements from third parties as required from time to time; and
- (v) meeting contractual obligations.

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your employment contract), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory

reporting or research). We require you to provide us with any information we reasonably ask for to enable us to administer your contract. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

## **9. Who will your personal information be shared with?**

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- (a) Higher Education Statistics Agency (HESA)
- (b) The external providers of any staff benefits or pensions.
- (c) Relevant Government Departments (e.g. Department for Digital, Culture, Media & Sport), executive agencies or non-departmental public bodies (e.g. UK Visas and Immigration, HM Revenue and Customs, the Health and Safety Executive), OFSTED, QAA and Higher Education bodies (e.g. Higher Education Funding Council for England).
- (d) Any relevant professional or statutory regulatory bodies.
- (e) Any relevant simultaneous employers.
- (f) If you agree, the relevant trade unions.
- (g) On occasion and where necessary, the police and other law enforcement agencies.
- (h) On occasion and where necessary, auditors.
- (i) Companies or organisations providing specific services to, or on behalf of, the School.

and in the case of Apprentices engaged by us:

- (j) Any platforms supporting apprenticeship delivery including Aptem Limited;
- (k) Our sponsor partners who may be in place from time to time including Amazon Digital UK Limited;
- (l) Any End Point Assessment Organisation required for the provision of an End Point Assessment.
- (m) Any Host Employer whom you will be engaged on a placement with in accordance with your Apprenticeship Agreement;

We will provide references about you to external enquirers or organisations where you have requested or indicated that we should do so.

We will include your basic contact details in our internal Telephone List. We will publish your mobile phone number only if you have given permission, or if it is a mobile phone provided by the School. Many Departments expect staff to maintain a publicly available personal profile or webpage, including on our internal communications platform.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

## **9.1 HESA**

We will send some of the staff information we hold to the Higher Education Statistics Agency (HESA). This does not include the name or contact details of staff. HESA collects and is responsible for the database in which HESA staff records are stored. HESA uses that information in its own right – to publish statistics about staff in higher education. The Data Protection Act 1998 (and from 25 May 2018 the General Data Protection Regulation) also applies to HESA.

If a member of staff provides us with information about their disability status, ethnicity, sexual orientation, gender reassignment, parental leave or religion, this will be included in the HESA staff record. This helps to make sure people are being given equal opportunities and to prevent unlawful discrimination. HESA will not use this information in any way to make decisions about you.

For more information about the way HESA use staff information please visit the HESA website which contains the staff collection notice.

## **9.2 Facebook Workplace**

Facebook Workplace is a dedicated and secure platform used to connect, communicate and collaborate across the School.

All members of staff are invited to create an account on Workplace on commencement of employment. Staff can personalise their account using a personal picture if they wish.

## **10. How can you access your personal information?**

You have the right to access the personal information that is held about you by the School. Further details are published [here](#)

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

## **11. How can you change your personal data?**

Please tell us promptly about any changes to the data we hold about you. This is particularly important for your contact details. You can do this through the Employee Self Service Portal AccessHR. Click here to get access to your account: [AccessHR](#)

You can also use AccessHR to download and print your payslips each month and change your bank account details. For support please contact:

[hr@nfts.co.uk](mailto:hr@nfts.co.uk)

Staff will, during their employment with us, come into contact with personal data from many sources (including that of other staff members and students). We require staff to handle data about other people responsibly and in accordance with our [Data Protection Policy](#)

## **12. How long is your information kept?**

We store your personal information as part of your staff record for the duration of your employment. After you leave certain records pertaining to your employment are retained indefinitely so that the details of your employment can be confirmed and for statistical or historical research.

## **13. Change of Purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law

## **14. Your rights**

Under the Data Protection Act 2018 you have the following rights:

- (a) to obtain access to, and copies of, the personal data that we hold about you;

- (b) to require that we cease processing your personal data if the processing is causing you damage or distress;
- (c) to require us not to send you marketing communications.
- (d) to require us to correct the personal data we hold about you if it is incorrect;
- (e) to require us to erase your personal data;
- (f) to require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- (g) to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- (h) to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

## **15. Who can I contact?**

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer

- by email: [DPO@nfts.co.uk](mailto:DPO@nfts.co.uk) or
- by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

To request access to the personal data that we hold about you, you may contact our Data Protection Office:

- by email: [DPO@nfts.co.uk](mailto:DPO@nfts.co.uk) or

- by post: Data Protection Officer, NFTS, Beaconsfield Studios, Station Road, Beaconsfield, Bucks HP9 1LG

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at:

[www.ico.org.uk](http://www.ico.org.uk).