

## **Finance Privacy Notice**

### **Introduction**

Northern Regional College (the College) is committed to complying with the General Data Protection Regulation and the Data Protection Act 2018, once enacted. Looking after the personal information you share with us is very important, and we want you to be confident that your personal data is kept safely and securely and to understand how we use it.

Northern Regional College is the 'Data Controller' of the personal data you provide to us, and we will sometimes refer to ourselves in this notice as "we" or "us". By Data Controller, this means Northern Regional College determines the purposes and way in which any personal data are, or will be, processed.

This privacy notice explains how we hold and use any person information we collect about you in your interactions with Northern Regional College's Finance Department. If we make changes to this notice we will notify you by updating it on our website.

The College Data Protection Officer is Catherine Guy.

### **What personal information do we collect?**

We may collect, store and use the following categories of personal information:

- Full name
- Address
- Contact numbers
- Email Address
- National Insurance Number
- Marital Status
- Bank account details, including Bank Name and Address, Sort code and Account Number
- Tax Code Records
- Salary, pension and payroll deduction information
- Enforcements of Judgement / Statutory Deductions

- Location of employment and workplace
- Identification documents (including copy passports)
- Employment records – job titles, work history, working hours
- Remuneration History
- Card Payment Details (name of cardholder, card number, expiry date, security code)
- VAT Registration numbers
- Disability Registration Status
- Residency Status
- Qualifications
- Previous Funding Sources
- Evidence of personal income
- Dependent information (names of children, dates of birth, copy birth certificates)
- Information regarding relationship with parents
- Evidence of income of parent, spouse, partner
- Personal contact information of parent, spouse, partner
- Tax Credit Information
- Car Registrations

We may also collect, store and use the following **Special Category Data**:

- Trade Union Membership
- Medical Evidence (doctors letters, photographs, and medical notes).

### **How do we use your information?**

Data Protection says that we are allowed to use and share your personal data only where we have a proper reason to do so. The law says we must have one or more of these reasons and these are (for Northern Regional College as a public authority):

- **Contract** - your personal information is processed to fulfil a contractual arrangement

e.g., in order to make payment for your tuition fees or to make payment to staff members.

- **Consent** – where you agree to us using your information in this.
- **Public interest** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- **Legal Obligation** – where there is statutory or other legal requirement to share the information e.g. when we have to share your information for law enforcement purposes.
- **Vital Interests** – where processing is necessary to protect the vital interests of the data subject or of another natural person.

Here is a list of the ways that we may use your personal information, and which of the reasons described above we rely on to do so.

What we use your personal information for	Our reasons (legal basis)
Workforce remuneration and payment of salaries & expenses / pensions administration	Fulfilling a contract Legal Obligation
Processing and payment of supplier invoices.	Fulfilling a contract
Processing and recovery of accounts and fees.	Fulfilling a contract
Processing Student Finance Funding Claims (e.g. Hardship Fund, Care to Learn)	Fulfilling a contract
Processing Traineeship Mileage Claims	Fulfilling a contract
Processing VAT Returns to HMRC.	Legal obligation
Participation in National Fraud Initiative	Legal obligation

## Processing Special Category Data

We will use special category data in the following ways:

What we use your personal special category data for	Our reasons (legal basis)
Processing tuition fee refunds and waivers.	Fulfilling a contract
Payment of trade union premiums	Fulfilling a contract

## Who we share your information with and why Payment processing providers

Northern Regional College works with trusted third party payment processing providers in order to securely take and manage payments.

Northern Regional College works with banks and trusted third party payment processing providers in order to make payments to staff and suppliers.

## Credit Check Agencies

Before we provide services we may undertake checks for the purposes of making decisions on level of credit being provider to customers. These checks require us to process personal data about you.

The personal data you have provided or we have collected from you will be used to undertake various credit checks. Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information, and employment details.

## Debt Collection and Tracing Agencies

In order to recover outstanding accounts we may share your information with Debt Collection and Tracing Agencies.

The personal data you have provided or we have collected from you will be used to undertake debt collection and tracing. Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information.

### **HM Revenue & Customs (HMRC)**

In order to fulfil our legal obligations with HMRC (Payroll, VAT, Corporation Tax) we will share relevant information with HMRC.

### **Courts and Tribunals**

In order to fulfil any legal obligation with a Court or Tribunal we will share relevant information where legitimately requested.

### **Trade Unions**

In order to make payment of Trade Union Membership premiums (deducted through payroll) we will share the relevant personal information with the relevant Trade Union.

### **Payroll Deduction Bodies**

In order to make payment of payroll deductions (for example: Give as You Earn, Cycle to Work Scheme, Childcare Deduction, Court Order) we will share your relevant personal information with the relevant body.

### **National Audit Office (National Fraud Initiative)**

In order to fulfil our legal requirement to participate in the National Fraud Initiative we will share personal information with the National Audit Office.

### **Transfer Outside European Union (E U)**

We do not currently transfer personal information outside of the European Union.

However, if this changes, Northern Regional College will put in place an appropriate contractual provisions to ensure that information is held and used in a way that is consistent with and which respects the EU and UK laws on data protection.

## **Automated Decisions**

We do not use automated decision making to make decisions that will have significant impacts on data subjects.

## **How long we keep your information**

If we collect your personal information, the length of time we retain it is determined by a number of factors including the purpose for which we use that information and our obligations under other laws.

We may need your personal information for satisfying our legal, accounting and reporting requirements. For this purpose, we will retain your information in line with the Northern Ireland Further Education Sector Retention and Disposal Schedule that is available at <http://www.nrc.ac.uk/page/privacy-policy>

The only exceptions to this are where:

- the law requires us to hold your personal information for a longer period, or delete it sooner;
- you exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under the law;
- we bring or defend a legal claim or other proceedings during the period we retain your personal information, in which case we will retain your personal information until those proceedings have concluded and no further appeals are possible; or
- in limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period.

For full details on our Privacy Notice and your Rights, please visit our website <http://www.nrc.ac.uk/page/privacy-policy>