

Staff and Applicant Privacy Notice

This privacy notice sets out how we process the personal data of our staff.

Stranmillis University College is registered with the Information Commissioner's Office and is legally responsible for complying with the General Data Protection Regulations (GDPR) as the data controller.

This Notice explains how Stranmillis University College will collect, hold and process your personal data. Stranmillis University College University is committed to looking after any information that is made available to us, in accordance with the General Data Protection Regulations (GDPR).

Throughout this Notice, "University College" "we", "our" and "us" refers to Stranmillis University College and "you" and "your" refers to those applying to become a member of staff at the University College, together with those who later become a member of staff, worker or academic visiting staff at the University College.

1. What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

2. Where do we get your personal data from?

Stranmillis University College will collect information about you in the course of its dealings with you as an applicant for employment, or as current or former member of staff.

We obtain your personal data from sources which include the following:

- When you apply for one of our jobs either via e-recruit or via an application form on our website or in hard copy including equal opportunities monitoring data;
- Information collected about you during our selection processes e.g. interview notes and online tests other information provided in support of your application;
- References collected about you from nominated referees;
- When you are engaged as a member of staff at the University College, new start information supplied by you including that required for the purposes of pension;
- Forms electronic or hard copy documents in relation to your interests (Register of Interests policy)
- Information from the University College Occupational Health providers- pre-employment about your suitability for employment and during your employment in relation to reasonable adjustments which may be needed and your fitness to work;
- Images collected for the purposes of your identification card;

- When you apply to attend a course via the staff development request process;
- When you apply to attend a research conference via the research request process;
- Information provided by you and your manager about your attendance and leave via Employee and Manager Self Service
- Information collected during University College processes such as those relating to disciplinary, grievance, performance management;
- Information collected from you on travel and subsistence claim forms to process expenses;
- Photographs and video recordings for the purpose of recording lectures, student assessment and examination and College events where applicable;
- Information related to the prevention and detection of crime and safety of University College staff and students including CCTV recordings;
- Information gathered on your use of College services including the University College Library and IT accounts;
- For certain roles, other sensitive information may be processed, such as information about past criminal convictions, working with children or vulnerable adults, and your fitness to practice in certain regulated professions. Access to, and the sharing of, your 'special category' 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.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including some information which is shared with Queen's University Belfast for the purposes of validating our degree qualifications and associated teaching arrangements.

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 University College may process some information about you that is classed as 'special category' personal data, and which requires additional protections. This includes information concerning your ethnicity, religious beliefs or health/disability for planning and monitoring purposes, or in order to provide care, help or suitable adjustments.

5. What is the purpose and legal basis of the processing?

The University College will process your personal information for a range of contractual, statutory or public tasks, including the following:

- To assess your suitability for a particular role or task (including any relevant right to work checks).
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task.
- Where relevant, to monitor, evaluate and support your research activity

- To administer payroll, pension, payment of expenses and other standard employment functions.
- To administer HR-related processes, including those relating to performance or absence management, disciplinary issues and complaints/grievances.
- To operate security (including car parking and CCTV), governance, audit and quality assurance arrangements.
- To deliver facilities (e.g. IT, library), services (e.g. Occupational Health) and staff benefits to you, and where appropriate to monitor your use of those facilities in accordance with University College policies (e.g. on the acceptable use of IT).
- To communicate effectively with you by post, email and phone
- To support your training, health, safety, welfare
- To compile statistics and conduct surveys and research for internal and statutory reporting purposes.
- To fulfil and monitor our responsibilities under equality, immigration and public safety legislation and fulfil the requirements of the National Fraud Initiative
- To enable us to contact you and 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).

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, National Fraud Initiative), or to undertake a public task. 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.

6. Who will my 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:

- Higher Education Statistics Agency (see HESA's statement about the uses made by them of your personal information at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>)
- Northern Ireland Audit Office (see NIAO statement about the uses made by them of your personal information for the purposes of the National Fraud Initiative at <https://www.niauditoffice.gov.uk/national-fraud-initiative>)
- Queens University Belfast for the purposes of teaching recognition and access to teaching systems
- The external providers of any staff benefits or pensions.

- Relevant Government Departments, executive agencies or non-departmental government bodies e.g. UK Visas and Immigration, HM Revenue and Customs, the Health and Safety Executive)
- Prospective and actual research funders or sponsors
- If you agree, relevant trade unions
- University College Travel agents
- On occasion and where necessary, the police and other law enforcement agencies
- Where external computer systems are required to facilitate the purposes listed in section 3, staff data may be shared with software suppliers. Where strictly necessary, the University College may share copies of staff data in order to test or troubleshoot the IT systems we use or plan to use.
- Any such transfer will be subject to a formal agreement between the University and those suppliers, to ensure protection of your personal data. Examples may include Office 365, VLE, Library Management System, Timetabling and Placement systems Survey and Communications Tools (e.g. Mailchimp), and systems underpinning authentication to subscription services that the University College manages
- On occasion and where necessary, auditors.
- Companies or organisations providing specific services to, or on behalf of, the University College (e.g. Occupational Health).

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 online directory and external webpages where appropriate. Academic staff are expected to maintain a publicly available personal profile.

On occasion, the above types of sharing may involve the transfer of your personal information outside of the European Economic Area (e.g. to report to an overseas research funder or education partner). Such transfers usually are necessary in order to meet our contractual obligations with you, and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

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).

7. How long is my information kept?

We store your personal information as part of your staff record for the duration of your employment and for an additional seven years thereafter. After you leave certain records pertaining to your employment are retained indefinitely so that the details of your employment can be confirmed.

For applicants who are unsuccessful in securing employment, we will retain applicant information for a period of one year from the closing date.

8. Security of your information

Data protection legislation requires us to keep your information secure. This means that your confidentiality will be respected and all appropriate measures will be taken to prevent unauthorised access and disclosure.

9. Your rights as a data subject

The GDPR gives you a number of rights to protect your personal data and its use. You have the right to:

- To be informed what personal data the University holds about you and what it is used for;
- Access your personal data that we process
- Withdraw consent where that is the legal basis of our processing
- Rectify inaccuracies in personal data that we hold about you
- Be forgotten, that is your details to be removed from systems that we use to process your personal data in certain circumstances
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form
- Object to certain processing of your personal data by us

You may request a copy of the personal information held about you by the University College by making a subject access request. If you wish to make such a request you should do so, in writing, to the Data Protection Officer at dataprotection@stran.ac.uk. More information about subject access request procedures can be found at <http://www.stran.ac.uk/informationabout/theuniversitycollege/dataprotection/>

If you have any concerns in relation to processing or data sharing by the University College, please write to the Data Protection Officer:

Ms Rosemarie McQuaid
Data Protection Officer
Stranmillis University College
Belfast
BT9 5DY
dataprotection@stran.ac.uk

If you remain dissatisfied you have the right to complain to the ICO. Please see ico.org.uk for further information.

10. Are changes made to this notice?

This was last updated in June 2018. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.

June 2018