

## DATA PROTECTION ACT 1998

### HOW WE USE YOUR INFORMATION – MEMBERS OF STAFF

1. The purpose of this document is to provide you with information as to the principal ways in which the University processes information that it holds about you – your “personal data”. The University needs to process data about you that relates to your being a member of staff of the University subject to its regulations, policies and procedures. For example, the University will create and maintain your staff record which includes data concerning your basic biographical details and employment by the University. Such processing will be in accordance with the Data Protection Act 1998<sup>1</sup> and with the University’s Data Protection Policy<sup>2</sup>.

The Data Protection Act concerns the processing of personal data and sensitive personal data relating to individuals, including the holding, use and disclosure of such information. The University complies with those provisions to ensure that data about you is processed fairly, and a general description of the types of processing it undertakes can be found by searching the public register of data controllers<sup>3</sup>.

2. The processing of some data is required so that the University can fulfil its obligations to third parties such as the Higher Education Statistics Agency (HESA), the Teachers’ Pension Scheme, West Yorkshire Pension Fund and Universities Superannuation Scheme, or its statutory obligations, for example under the Equality Act 2010.
3. The processing of some data may be undertaken on the University’s behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Data Protection Act and any specific contractual arrangements with the University. The minimum personal information necessary for the fulfilling of that contract will be passed on. These organisations include:
  - i) Northumbria University (on behalf of the NorMAN Consortium), for the provision of round the clock IT support;
  - ii) the University’s text-messaging alerts service provider (basic information to enable SMS alerts to be sent, where you have given permission for this);
  - iii) when you search for and/or access bibliographic resources such as journal articles, your request may be routed through the UK OpenURL Router Service (openurl.ac.uk), which is administered by EDINA at the University of Edinburgh. The Router service captures and anonymises activity data which are then included in an aggregation of data about use of bibliographic resources throughout UK Higher Education (UK HE). The aggregation is used as the basis of services for users in UK HE and is made available to the public so that others may use it as the basis of services. The aggregation contains no information that could identify you as an individual.

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<sup>1</sup> available from <http://www.legislation.gov.uk/ukpga/1998/29/contents>

<sup>2</sup> available from <http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/Data%20Protection%20Policy.pdf>

<sup>3</sup> available from [http://www.ico.org.uk/what\\_we\\_cover/register\\_of\\_data\\_controllers](http://www.ico.org.uk/what_we_cover/register_of_data_controllers).

4. The University protects the information it holds about staff and the standard response to enquiries about individuals is that information cannot be disclosed to other organisations or individuals without consent or unless otherwise required to do so by law, except to:

- i) University staff who need the information for managerial, administrative, recruitment, or quality assurance purposes;
- ii) the Higher Education Statistics Agency (HESA), as required by statute. This forms your HESA record which contains mainly coded information including ethnicity and disability status. Your name and contact details will not be made available to HESA and precautions are taken to minimise the risk of identification of individuals from the published and released data.

Your record, or parts of it, will be passed by HESA to those bodies that require it to carry out their statutory functions in relation to the funding of education. The data in your record will be used in anonymised form, primarily for statistical analysis, by such bodies. This use may result in the publication and release of data to other approved users, which may include academic researchers and unions. Your record will not be used by such bodies in a way that would affect you individually.

HESA publishes up-to-date information about its use of data at <http://www.hesa.ac.uk/collection-notice>.

- iii) other Higher Education Institutions or government agencies for the verification of your personal data held by the University;
- iv) the University's insurers and legal advisers;
- v) the emergency services, in emergencies and subject to certain conditions;
- vi) the Police, subject to certain conditions;
- vii) the Benefits Agency as required by the Social Security Administration Act 1992;
- viii) the UK Border Agency;
- ix) HM Revenue and Customs;
- x) the Child Support Agency as required by the Child Support Information Regulations 2008 (no.2551);
- xi) the transfer of the names of starters and leavers to the recognised trade unions to maintain membership records, union recruitment activity and promote positive industrial relations;

and, additionally, only in the following cases:

- xii) in confidential references in connection with applications for employment or further education or financial references; and
  - xiii) where a member of staff is undertaking a course of study which the University has paid for, or made a financial contribution towards, specific information on such member of staff's progress, attendance or achievement on that course of study.
5. Our policy regarding confidentiality applies equally to enquiries from other third parties.
6. In order to help us maintain our records, staff must:
- i) provide accurate information on taking up employment;
  - ii) inform the University promptly of any changes affecting its records (e.g. name, address, marital status, etc) and keep personal information up-to-date.
7. The University will routinely publish some sources of information about the University that include personal data. These may include
- i) staff telephone/email directory;
  - ii) graduation programmes and audio-visual representations of graduation ceremonies;
  - iii) prospectuses, annual reports, staff newsletters etc;
  - iv) academic staff profiles on the University website.

Any person who wishes their data to be removed from such information sources should contact the University Solicitor (details below).

8. The University operates a CCTV system around its sites, the purpose of which is to create a safer environment for students, staff and visitors to the University. Due to the nature of such a system it is likely to capture images of staff. CCTV is limited to public areas, e.g. reception areas, stairwells, lifts, outside areas as well as in lecture theatres, PC labs and student common rooms. CCTV is not used for the routine monitoring of staff and images are only used in circumstances that the University could not ignore where there is a risk of or actual criminal activity taking place, where there is gross misconduct alleged or undertaken or where behaviours of staff may put others at risk.

Where images are used in any disciplinary procedures the individual member of staff will have access to the CCTV footage which they will be able to view.

On occasion it may be necessary to install cameras for the specific purpose of monitoring activity in a particular area. This will be used only in exceptional circumstances where there is a reason to suspect criminal activity or equivalent malpractice. Any decision to monitor activity in this manner must be authorised by the University's Senior Management and will only be used as a proportionate response to the problem.

9. Members of staff have the right to access the information the University holds on them. Any person who wishes to exercise this right should complete a subject access request form which is available from [http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR\\_form.pdf](http://www.hud.ac.uk/media/universityofhuddersfield/content/documents/informationgovernance/dataprotection/SAR_form.pdf). The University will make an administration charge of £10 on each occasion that access is requested.
- 10 Further information can be found at <http://www.hud.ac.uk/informationgovernance/dataprotection/>
11. The University Solicitors have overall responsibility for data protection

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