

# STAFF PRIVACY NOTICE

## Purpose of this Notice

This Notice is for the attention of:

- Applicants for jobs at the University
- University Staff and former Staff

This Notice explains how we will collect and use your personal data.

We are the data controller for personal data that we process about you.

Where 'you' and 'your' are used in this Notice, those terms refer to those people listed above.

Throughout this Notice, "University" "we", "our" and "us" refers to the University of Huddersfield.

## Topics

This Notice contains the following information:

[Data Protection Law](#)

[Changes to this Notice](#)

[Where does the University get your personal data from?](#)

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[How and why do we use information about you?](#)

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## Data Protection Law

We shall process your personal data in accordance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). These say that personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date

- Kept only as long as necessary for the purposes we have told you about
- Kept securely

This Notice complies with requirements under the DPA and GDPR.

## Changes to this Notice

You should check this Notice regularly for changes. Applicants will be directed to this Notice via the application process. Staff will be directed to this Notice on joining the University via your contract of employment and access is also available via the Staff Hub.

## Where does the University get your personal data from?

We obtain personal data about you from the following sources:

- When you provide your contact and job application details when you apply for a job with us and when you begin working at the University.
- When your personal data is provided to us during the course of your employment, or when accessing University services or resources, including the Library, Occupational Health and Team Hud. We may also access publicly available information about you online, for example via social media platforms, for the purposes of investigations under disciplinary or grievance proceedings, but not for recruitment purposes.
- From third party sources such as referees, employment agencies, background check agencies. Where we obtain your personal data from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

## Keeping your information up to date

In order to help us maintain our records, staff have a responsibility to:

- provide accurate information about themselves
- inform the University promptly of any changes that would affect our records and keep your personal information up to date via MyHR (e.g. address)

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as ensuring the health and safety of our workers).

## Categories of personal data being processed

The University collects and processes data about you that relates to you being an applicant for a job at, or a member of staff of, the University. A brief summary of the categories of personal data that we process is set out below:

- Personal contact details, such as name, title, addresses, telephone numbers and personal email addresses
- Date of birth
- Gender
- Marital status
- Next of kin and emergency contact information (we advise that you tell these people that we hold their details for that purpose)
- National Insurance number

- Bank account details, payroll records, and tax status information
- Salary, annual leave, pension and benefits information
- Start date and, if different, the date of your continuous employment
- Leaving date and your reason for leaving
- Location of employment and workplace
- Copy of driving licence
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, holidays, training records and professional membership)
- Appraisal, and performance and capability information, including probation
- Academic history, including information about academic supervision history, publications, citations and research outputs
- Disciplinary and grievance information
- Compensation history
- CCTV footage and information obtained through electronic means such as swipe cards
- Information about your use of our IT systems and University facilities
- Photographs
- Results of HMRC employment status checks

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

- Information about your race, ethnicity, religious or other beliefs
- Trade Union membership
- Information about your health, including any medical condition or disability, health and sickness records, including:
  - Details of any absences (other than holidays) from work including time on statutory parental leave and sick leave
  - Occupational health records
  - Where you leave employment due to health, information about that condition needed for pensions and health insurance information
- information concerning any criminal offences or criminal proceedings

## How and why do we use information about you?

We collect and process a broad range of personal data about you in order to carry out our obligations and exercise our rights as your employer and to deliver other services and facilities to you; to manage our operations effectively and to meet certain legal requirements.

### Lawful basis for processing personal data

We will only use your personal information when the law allows us to. This will usually be:

- where we need to perform the contract we have entered into with you
- where we need to comply with a legal obligation
- where it is necessary for the performance of a task carried out in the public interest, in particular the University's educational activity
- where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.

On rare occasions we may also need to use your personal information where we need to protect your interests (or someone else's interests).

### Situations in which we will process your personal data

We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases, we may use your personal information to pursue legitimate interests, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal data are listed below:

- To administer applications for employment and the employment contract we have entered into with you, including for managerial, administrative, planning, recruitment or quality assurance purposes
- Paying you and if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions
- Administering your pension arrangements
- Checking that you are legally allowed to work in the UK
- Providing benefits to you, including in relation to pensions, childcare vouchers, cycle to work scheme
- Providing library, IT and information services
- Operating and administering lecture capture services
- Research and statistical analysis for internal management purposes to improve the educational services of the University
- Administering research funding applications and research contracts and funding
- Information about progress and attainment on academic and professional courses that the University has paid for, or made a financial contribution towards.
- Academic profiles, published via the University's Pure system
- For the purpose of recording attendance and attainment in connection with staff development and training, including via external bodies such as the CMI
- For the purpose of providing occupational health services. This will be carried out in the main by our internal occupation health team, but external referrals to other health care professionals may be undertaken as part of this service, with the consent of the individual concerned. The occupational health team will report internally to an individual's line manager and to HR in accordance with the published procedures
- Monitoring of use of IT services in accordance with the Computing Regulations and Acceptable Use Policy
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To administer and operate our emergency contact list
- Administration of performance management and personal development reviews (appraisals)
- Making decisions about salary and compensation
- Assessing qualifications for a particular role, including decisions about promotions
- Administration of capability, grievances, investigations and disciplinary proceedings in accordance with published procedures, including gathering evidence for potential proceedings
- Making decisions about your continued employment or engagement
- Making arrangements for the termination of our working relationship

- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- Complying with statutory requirements (e.g. monitoring equal opportunities and equal pay and complying with our obligations under our publication scheme)
- To conduct data analytics studies to review and better understand employee retention, satisfaction and attrition rates
- Research and statistical analysis for the purpose of producing statistical returns required for third party government bodies, e.g. the Higher Education Statistics Agency, the Teaching Excellence Framework and the Research Excellence Framework
- For the purpose of obtaining professional accreditation and charter marks, including Athena Swann, Race Equality and Stonewall. In such circumstances, data will be generally be aggregated and anonymised data, with low number suppressed
- For the safety and security of the University community and their property and the protection of University assets, including the use of CCTV – in accordance with the [University's CCTV policy](#)
- To provide staff contact details on the University website. The name, Service or School, work email address and telephone number for staff will appear in our internal email and staff intranet directory and are available on our website. Staff profiles for academic staff, senior staff and staff in roles that involve significant contact with external organisations will also be published on our website. If a member of staff has any safety concerns about the release of work related contact information they should contact HR.
- For the purpose of capturing images of the University and campus life for use on the University website and in brochures, prospectuses and other internal and external publicity materials, which may capture images of staff and visitors to the campus
- Membership of Team Hud sport and exercise facilities. Members are required to accept the Team Hud terms and conditions
- For the purpose of processing safeguarding concerns to ensure the safety and wellbeing of members of the University community

Some of these grounds for processing will overlap and there me several grounds which justify our use of your personal data.

#### [Conditions for processing sensitive personal data](#)

Where we collect and process “special categories” of particularly sensitive personal information, these require higher levels of protection and we need to have further justification for processing this type of personal data. We may process special categories of personal data in the following circumstances:

- in limited circumstances with your explicit written consent
- where we need to carry out our legal obligations or exercise rights in connection with employment
- where it is needed for statistics and statistical research in the public interest, such as in relation to HESA returns, or for equal opportunities monitoring, or in relation to our pension schemes.

In general, we will not process this type of personal data about you unless it is necessary for performing or exercising obligations or rights in connection with employment. On rare occasions, there may be other reasons for processing, such as where it is in the public interest to do so (e.g. HESA returns). The situations in which we will process your sensitive personal data are listed below:

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay and pensions. We need to process this information to exercise rights and perform obligations in connection with your employment.
- For the purposes of administering ill-health pension arrangements with the University's pension providers, which may include sharing medical information with medical practitioners and with the pension providers in accordance with the rules of those schemes
- We will use information about your race, national or ethnic origin, religious, philosophical or moral beliefs or your sexual life or sexual orientation and gender reassignment to ensure meaningful equal opportunity monitoring and reporting, including via HESA returns, for which further information is available at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

We do not need your consent if we use special categories of your personal information in accordance with our written policies, to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data; in which case we will provide you with full details so that you can carefully consider whether you wish to consent.

#### Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. We will use information about criminal convictions for the purpose of carrying out Disclosure and Barring Service (DBS) checks where such checks are required for the role to which we are recruiting and to ensure continued compliance with safeguarding legislation.

#### 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 data 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 data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law**

#### Who might we share your data with?

The University protects the personal data that it holds about you and the standard response to enquiries about individuals is that information cannot be disclosed to third parties without your consent (unless we are required to do so by law or regulatory authority).

However, there are occasions when we will share your personal data with third parties. For example, we may share some of your data with third party service providers, or with HMRC, HESA and other government or regulatory bodies, including professional and regulatory bodies such as NMC, HCPC, SRA. We may also share your data with the Home Office in connection with UK visas and immigration and with the DBS where we require a DBS check for certain roles. We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you, where it is in the public interest, or where we have another legitimate interest in doing so.

We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Further information about who we may share information with and why is set out below:

- To the Higher Education Statistics Agency, the Office for Students and Government Departments such as the Department for Education, for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable (this disclosure may include sensitive personal data about ethnicity, sexual orientation, gender reassignment and religion). For more information on the information shared with HESA please refer to HESA's data protection [collection notice](#) for staff.
- To Research England in connection with the Research Excellence Framework and to the Office for Students in connection with the Teaching Excellence Framework
- To third party pensions providers for the purpose of administering staff pensions, including (where relevant) the Teachers' Pension Scheme, the West Yorkshire Pension Scheme and the Universities Superannuation Scheme
- To close family or next of kin and emergency services where there is an emergency situation such as illness or serious injury.
- To IT providers delivering externally hosted IT services or products to the University, including Microsoft 365, Panopto (lecture capture), D2L (Brightspace VLE), Skillsforge (postgraduate researcher administration), Pure (research information and REF), and to third party contractors responsible for the maintenance and support of the University's IT systems, subject to strict conditions
- To Northumbria University (on behalf of the NorMAN Consortium) for the provision of round the clock IT support
- Disclosure of apprentice information to the Employment Skills Funding Agency and the Education Funding Agency. More information about the data shared and the purpose of sharing is published in the ESFA Privacy Notice
- To other UK based and international educational institutions which the University collaborates
- To the University's insurers, auditors and legal advisers and external auditors and regulators such as the Health and Safety Executive or the Information Commissioner's Office and to the Courts where necessary in connection with an employment related claim
- To the Home Office, UK Visas and Immigration and other international and national governmental and regulatory bodies in connection with visa status
- To prospective employers or educational establishments in confidential references in connection with applications for employment or further education
- To the University's text-messaging alerts service provider (basic information to enable SMS alerts to be sent to your mobile phone for legitimate business purposes such as emergency planning)
- For the purpose of applying for and administering research funding
- To HMRC for the purpose of administering payroll, national insurance and income tax contributions and for audit purposes

- With professional regulatory bodies such as the NMC, GPhC, HCPC, SRA and CIPD, for the purpose of managing professional memberships, dealing with Fitness to Practise processes for students (where applicable) and to manage complaints.
- To third party training and accreditation bodies, such as the CMI, for the purpose of assisting with and administering staff development and training
- Subject to certain conditions, to the police or other law enforcement or regulatory bodies (including the Courts, the Benefits Agency, Local Authorities in relation to Council Tax matters and the UKVI in relation to visa and immigration matters) where necessary for the investigation or disclosure of a potential crime, the proper collection of taxation or court ordered deductions from salary or in relation to national security matters

## Additional notices and guidance/policies

The University has further information about how we process your personal data and data protection compliance more generally:

- The University's [Data Protection Policy](#)
- Our website – we use Cookies on our web pages to help better understand how visitors interact with our website – please refer to our [Cookie Policy](#)
- HESA returns – we are required to return important information that will include your personal data to HESA. This forms your HESA record, which contains details of your ethnicity and disability information. Please see HESA's collection notice together with other supporting information at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>

## Automated individual decision making, including profiling

This is where we may make decisions automatically about you without human intervention.

We don't currently use your personal data to conduct automated individual decision making and profiling in relation to applications and employment. If we decide to utilise such products in future, we will make this clear to applicants and to staff at the relevant time.

## Transfers to other countries

Sometimes to achieve the purposes for which we are processing your personal data we may need to share your personal data with other organisations based within the European Union. If we need to share your personal data with organisations outside the European Union we will seek to ensure that such organisations are based in countries that have comparable levels of personal data protection regulations to those enjoyed in the European Union.

When it is necessary to share your data with organisations outside of the European Union, we will ensure that there are appropriate safeguards in place.

## How long do we keep your personal data for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy [here](#). In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, we will retain and securely destroy your personal information in accordance with our data retention policy.



## Your rights as a data subject

We thought it would be helpful to set out your rights under data protection legislation. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- 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 processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Further information about these rights is available from the [Information Commissioner's Office](#). You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

## Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Rebecca McCall ([data.protection@hud.ac.uk](mailto:data.protection@hud.ac.uk))

Our general postal address is The University of Huddersfield, Queensgate, Huddersfield, HD1 3DH, UK.

Our telephone number is 01484 473000.

Our data controller registration number provided by the Information Commissioner's Office is Z6534300.