Staff Data Privacy Statement

Last Revised: 24th May 2018

Introduction

The University of Nottingham Students’ Union promises to respect any personal data you share with us, or that we get from other organisations, and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect.

Facilitating our legal requirements, organisation policy and services to our staff team through using your personal data allows us make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required as a Union employee.

Where we collect information about you from

We collect information in the following ways:

When you apply for a role

When you apply for a role at the Students’ Union you will complete an application form. This form will contain personal information about you. The Union has a legitimate interest in processing this data for the purposes of considering you for that role and for anonymous statistical analysis.

When you become an employee

When you become an employee of the Students’ Union you form a contract with us and we need to process some personal and sensitive data to comply with our legal obligations and to fulfill our policies and procedures.

When a Third Party provides us with your data

Your information may be shared with us by independent organisations such as Her Majesty’s Revenue and Customs or external references. These independent third parties will only do so when you have indicated that you have given consent or there is a legal obligation to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

When you use our website

Like most websites, we use “cookies” to help us make our site – and the way you use it – better. Cookies mean that a website will remember you. They’re small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields. There are more details in our Cookies Statement, which can be found at https://www.su.nottingham.ac.uk/privacy. In addition, the type of device you’re using to access our website and the settings on that device may provide us with information about your device, including what type of device it is, what
specific device you have and what operating system you’re using. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

Candidates
If you are applying for one of our roles we will ask you to provide:
- Name
- Address
- Email address
- Telephone number
- Ethnic origin
- Disability
- Employment and volunteering history
- Details of criminal convictions
- Details of training/education
- Relationship status with any Students’ Union employees

If you are applying for a student staff role we will also ask you for the following details:
- Student Number
- Course of study
- Dates of study

We will mainly use your data to:
- Communicate with you
- Provide anonymous equal opportunities monitoring
- Consider your application for the role

We are an equal opportunity organisation in every area of our work. We aim to ensure that nobody receives less favourable treatment on the grounds of gender, marital status, creed, disability, age, colour, race, ethnic origin or sexuality, or is disadvantaged by unjustified conditions or requirements. To monitor this we sometimes request such information but this is always treated in strict confidence and is only used for Equal Opportunities monitoring and statistical analysis.
Third Party References

If you are a reference for an applicant, the applicant will provide us with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Profession
- Address
- Telephone number
- Email address

Employees

When you commence employment with the Students’ Union we will ask you to provide:

- Name
- Address
- Email address
- Telephone number
- Gender
- Date of birth
- National Insurance Number
- Bank account details
- Third Party remuneration sources
- Emergency contact details

During the course of your employment the Students’ Union may collect the following data:

- Health records and physician details
- Performance records
- Absence records

We will mainly use your data for:

- Administrative functions relating to your employment including the payment of salaries
- Managing sickness, health and workplace performance
- Proving any benefits such as Permanent Health Insurance or Death in Service to which you may be entitled

How we keep your data safe and who has access

Personal data collected and processed by us may be shared with Students’ Union employees and volunteers and, under strictly controlled conditions, the following groups where necessary:

- Contractors
- Advisors
- Agents
- Service provider partners
When we allow access to your information, we will always have complete control of what they see, what they are allowed to do with it and how long they can see it. We do not sell or share your personal information for other organisations to use.

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff, volunteers and contractors.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

How long we keep your data
Whenever we collect or process your personal data, we’ll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised so that it can be used in a non-identifiable way for statistical analysis and business planning.

Some examples of data retention periods:

<table>
<thead>
<tr>
<th>Type of data</th>
<th>Retention policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel files including training records, notes of disciplinary/grievance</td>
<td>6 years from the end of employment</td>
</tr>
<tr>
<td>meetings etc.</td>
<td></td>
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<tr>
<td>Application forms/interview notes etc.</td>
<td>6 months from the date of the interviews</td>
</tr>
<tr>
<td>Facts relating to redundancies where less than 20 redundancies</td>
<td>3 years from the date of redundancy</td>
</tr>
<tr>
<td>Facts relating to redundancies where more than 20 redundancies</td>
<td>12 years from date of redundancies</td>
</tr>
<tr>
<td>Wages and salary records</td>
<td>7 years</td>
</tr>
<tr>
<td>Accident books, and records and reports of accidents</td>
<td>3 years after the date of the last entry</td>
</tr>
</tbody>
</table>
Records kept by reason of the Control of Substances Hazardous to Health (COSH) regulations 2002 40 years

Records kept by reason of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) regulations 2013 40 years

Keeping your information up to date
Employees are required to inform the HR team in the event of any changes to data or the discovery of any inaccuracies.

Employee bank details are maintained in the ‘MyView’ system and employees are responsible for ensuring that these are kept up to date themselves.

Explaining the legal bases we rely on
The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, and when we process your data we will have carefully assessed the lawful justification for doing so. These include:

Consent
In specific situations we can collect and process your data with your consent, for example where you may need to make a claim on the income protection insurance.

Contractual obligations
In certain circumstances, we need your personal data to comply with obligations in your employment contract, such as paying your salary.

Legal obligation
In specific situations, we require your personal data to comply with our legal obligations, for example in disclosing information to HMRC or in compliance with the Disability Discrimination Act.

Legitimate interest
In certain circumstances we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our organisation and which does not materially impact your rights, freedom or interests. This may include for example:

- Managing health at work and monitoring absence or sickness
- Training and development
- Management planning
- Providing and obtaining references and consultation with external agencies
- Promotion and salary progression exercises
- Negotiations or other discussions with Trade Unions or other staff representatives
- Administration of staff policies and procedures, including disciplinary and grievance procedures
- Production of published staff lists including telephone and email directories for both internal and external use
- Production of staff badges and identity cards
- Production of photographs of staff for display within the Students' Union or on the web (NB if you have a particular reason why you would prefer your photograph not to be published, please discuss this with your line manager)
- Monitoring the use of Union resources
- Use of CCTV to protect Union premises, staff and students and their belongings

Understanding our data security measures

The Students' Union operates a Data Protection and Information Security Policy for our employees and volunteers. All employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the Information Commissioner's Office.

Your right to know what data we hold about you, make changes or ask us to stop using your data

You may have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. payroll or Union policy) we will do so. Contact us on OS-SUDataProtection@Nottingham.ac.uk if you have any concerns.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, please complete the Subject Access Request Form with a description of the information you want to see and the required proof of your identity by post to the Data Protection Manager, University of Nottingham Students’ Union, Welcome Zone Reception, Portland Building, Nottingham, NG7 2RD.

Contacting the regulator

All general HR questions should in the first instance be addressed to the HR team of the Students' Union. If you have any questions relating to Data Protection then please contact the Students’ Union in the first instance at OS-SUDataProtection@nottingham.ac.uk.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office.
You can contact them by calling 0303 123 1113. Or go online to www.ico.org.uk/concerns (please note we can't be responsible for the content of external websites).

Changes to this statement

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.