

# Staff Privacy Notice

## The University of Northampton is the data controller, registered with the Information Commissioner’s Office, in line with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.The University of Northampton collects and processes employment information. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Data Protection Officer can be contacted by emailing [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk) or writing to the Data Protection Officer, Office of Vice Chancellor, University of Northampton, Waterside Campus, University Drive, Northampton, NN1 5PH.

## Individuals engaged through Unitemps are covered by a separate [privacy notice](https://www.unitemps.com/legal-information/#privacy-policy).

## What information (personal data) are we collecting about you?

Data held about you may include, but is not restricted to, the following:

* Personal details such as name, titles, date of birth, emergency contact details, and National Insurance number, home address, email addresses.
* Evidence of Right to Work in the UK, including but not limited to visa details and copies of passports.
* Education and employment history, professional memberships such as registration for those with clinical posts.
* Bank or building society account details, tax reference, student loans obligations.
* Salary and grade information
* Pension information
* Records concerning Performance Development Review and training.
* Qualifications information
* Sickness andabsence
* Contracts and terms and conditions of employment
* Correspondence between the member of staff and the University
* Correspondence, such as references, between the University and other organisations on behalf of a member of staff.
* Records of grievances
* Information about dependents
* Records of disciplinary proceedings
* Health and safety records (including accident reports)
* Occupational Health Information
* Disclosure and Barring Service (DBS) checks (required for select positions)
* Psychometric and skills testing reports produced during your recruitment.
* information about your nationalities and entitlement to work in the UK.
* information about your criminal record, as required for your role.
* information about medical or health conditions, including whether you have a disability, which may require reasonable adjustments.
* details of your working hours/pattern, attendance at work, periods of leave taken by you and the reasons for the leave.
* information about trade union subscriptions
* in some instances, workload and work allocations
* CCTV footage and other information obtained through electronic means such as swipe card records.
* Photographs

## How do we collect your information?

Direct Collection

We collect data to operate effectively and provide you the best experience at this University. You may provide some of this data directly to us, from CVs, interviews, meetings or other assessments, application forms you complete or identity documents you provide at the start of, or during your employment. It is your responsibility as an individual to ensure that the data we hold for you is accurate and up to date. You can check some of your data by logging into HR Self Service and can amend your address details and equality information. If anything else changes that you cannot amend via self-service you should contact HR to let us know.

In-direct Collection

We may also occasionally obtain data from other organisations (third parties), references provided by former employers for example pension schemes, HMRC or Occupational Health, information from employment background check providers, information from criminal records checks permitted by law, and HESA IDs.

## Why are we processing your information?

The University processes staff personal data to manage:

* staff recruitment,
* induction, probation,
* development,
* your safety at work,
* reward,
* discipline and other functions, such as security, welfare, and advancement of equity, diversity, and inclusion.

In some cases, the University needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee’s entitlement to work in the UK, to deduct tax, to comply with health and safety laws and working time regulations. In other instances, the University has a legitimate interest in processing personal data before, during and after the end of the employment relationship in order to:

* Maintain accurate and up to date employment records and records of employee contractual and statutory rights
* Keep a record of absence and leave including sickness, maternity, paternity, parental, Shared Parental etc. to ensure employees are receiving pay and benefits in accordance with HR policy
* Operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct within the workplace
* Obtain occupational health advice to ensure it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law
* Publish online staff directories of basic contact details
* Ensure effective administration
* Provide references
* Respond to and defend against legal claims
* Provide facilities such as IT, Library and car parking

Where the University processes sensitive data such as information about ethnic origin, or religion or belief or sexual orientation, this is done for the purpose of equal opportunities monitoring. This data ispseudonymised for enhanced security, and employees are entirely free to decide whether to provide such data.

## How do we use your information?

## We may process your information in the following ways:

## Complying with applicable laws

## Paying your salary

## Reviewing individual staff and organisational performance (including gathering evidence for employee relations cases)

## Upholding the University’s legal duties as an employer in respect of equity, diversity and inclusion within the workplace

## Enabling staff to undertake their roles

## Assessing suitability for promotion or recognition, and eligibility for certain benefits or schemes

## Monitoring absences in accordance with HR policies

## Publishing on-line staff directories of basic contact details

## For academic staff only, recording the individual's research activities in the research tool.

## *Please note that this is intended to be an illustrative framework, rather than an exhaustive list.*

## What is the lawful basis for processing your information?

* contract between you and the University.
* where necessary, processing is necessary for compliance with the University’s statutory and policy obligations.
* We process diversity monitoring data (such as, data revealing racial or ethnic origin, religious or philosophical beliefs, data concerning health and sexual orientation) under Article 9(2)(g) of the UK GDPR for reasons of substantial public interest to ensure compliance with the Equality Act 2010 and Schedule 1 of the Data Protection Act 2018 to promote and maintain equality of opportunity and treatment.
* At times we may rely of consent for example when we conduct staff surveys
* Legitimate interests for e.g. CCTV video footage of individuals on campus
* Public task e.g. collaborating with other Institutions such as NHS or other Universities etc. This is dependent on the nature and research purpose.

## Who are we sharing your information with?

## Your information may be shared between various departments or faculties of the University for operational reasons (for example, HR notifies changes in staff (starters and leavers) to IT, the Library, and other areas, on a ‘need to know’ basis).

## Additionally, information shared with your line manager, such as your absences from work or for performance management, may occasionally need to be shared with other colleagues, either within or outside with HR, where it is relevant to an employee relations case. Such use will be limited to those involved with the case.

## Some information may be disclosed to external agencies to which the University has obligations to/agreements with, such as:

## HM Revenue and Customs (HMRC)

## Office for Students (OfS)

## Research England

## Higher Education Statistics Agency (HESA) (part of JISC)

## The University’s pension scheme providers and administrators.

## UK Visas and Immigration (UKVI)

## Disclosure and Barring Service (DBS)

## Office for National Statistics (ONS)

## Funding bodies

## Mortgage lender and letting agencies (subject to written consent from current staff).

## UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security.

## Other organisations such as suppliers (including those who are under contract to provide benefits or services, such as Local Government Pension Scheme (LGPS), Teachers Pension Scheme (TPS), Universities Superannuation Scheme (USS), National Employment Savings Trust (NEST) – for the administration of your pension entitlement.

## Colleagues in other organisations for the purpose of academic promotions (limited to the information supplied during the academic promotion itself).

## Accreditation and award bodies, or for equality, diversity and inclusion initiatives such as those led by Advance HE.

## Information may be shared outside of the UK for selected staff with roles based outside of the UK, or where the circumstances require this (e.g., a referee based overseas).

* Disclosure and Barring Service (DBS) via an intermediary company, GBG, (required for select positions)
* Current, past, or potential employers (to provide or obtain references)
* Internal or External auditors - for checking the integrity of our data and processes.
* Other benefit providers such as Computershare (Childcare vouchers), Prudential (AVCS)

## How long are we processing your information?

Please refer to the University’s [retention schedule](https://www.northampton.ac.uk/about-us/services-and-facilities/records-management/classification-and-retention-of-university-records/). There are some exceptions to this, such as where an individual has been employed via external funds, where contractual arrangements with funding bodies require records to be retained for a longer period, or medical records, where more complex regulations exist with which the University must comply with. For staff that are employed through Unitemps you will need to refer to their retention schedules.

Data will be securely destroyed when no longer required.

## Your rights and how to exercise them

# Right of Access to obtain a copy of your information.

# Right to be informed about how we process your information.

# Right to rectification – if you require the University to amend incorrect or incomplete data.

# Right to Object – processing of your information (in certain circumstances)

# Right to Erasure – dependent on the lawful basis that is being relied upon.

# Right to restriction - in certain circumstances you can limit how your information can be processed.

*Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply*.

If you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, discuss this with the Data Protection and Information Governance team by emailing: [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)

If you remain dissatisfied, you can make a formal complaint to the Information Commissioner (ICO), whose contact details are as follows:

* [ICO website](https://ico.org.uk/make-a-complaint/)
* 0303 123 1113