



## **Royal Agricultural University**

### **Staff Privacy Notice**

The Royal Agricultural University (RAU) is registered as a data controller with the Information Commissioner's Office for the purposes of the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR) and is committed to ensuring that the personal data of its applicants and staff is handled in accordance with the principles set out in the Act and the Regulation.

#### **What data we hold**

The RAU collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender
- the terms and conditions of your employment
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the RAU
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover
- details of your bank account and national insurance number
- information about your marital status, next of kin, dependants and emergency contacts
- information about your nationality and entitlement to work in the UK
- information about your unspent criminal record
- details of your schedule (days of work and working hours) and attendance at work
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence
- information about medical or health conditions, including whether or not you have a disability for which the RAU needs to make reasonable adjustments
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief
- your photograph

- CCTV footage that may contain your image

### **How we collect the data**

The RAU collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the RAU collects personal data about you from third parties, such as references supplied by former employers and from criminal records checks permitted by law.

### **How we store the data**

Data is stored securely in a range of different places, including in your staff file, in the University's HR database and in other IT systems (including the University's email system).

### **Legal Basis for Processing**

The RAU needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the RAU 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 to enable employees to take periods of leave to which they are entitled. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the RAU has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Where the RAU relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

### **Special Categories of Personal Data**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Where the RAU processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the RAU uses for these purposes is collected with the express consent of employees.

### **Why does the RAU process your personal data?**

Processing employee data allows the RAU to:

- run recruitment and promotion processes
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights

- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the RAU complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled
- ensure effective general HR administration
- provide references on request for current or former employees
- respond to and defend against legal claims
- maintain and promote equality in the workplace

#### **Who has access to data?**

Your information will be shared internally, including with members of the HR team (including payroll), senior management, your line manager and IT staff if access to the data is necessary for performance of their roles.

The RAU shares your data with third parties in order to obtain pre-employment references from other employers, obtain pre-employment medical checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

The RAU also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services.

#### **How does the RAU protect data?**

The RAU takes the security of your data seriously. The RAU has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the RAU engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have a statutory obligation to share some of your data with the Higher Education Statistics Agency (HESA) in an annual staff return. This data does not include your name and is not intended to be used to make decisions about you. The full HESA Staff Collection Notice can be viewed here [https://www.hesa.ac.uk/files/HESA\\_Staff\\_Collection\\_Notice\\_2017-18.pdf](https://www.hesa.ac.uk/files/HESA_Staff_Collection_Notice_2017-18.pdf)

#### **For how long does the RAU keep data?**

The RAU will hold your personal data for the duration of your employment. The maximum periods for which your data is held after the end of employment are set out further below. (Applicant data for unsuccessful candidates will be retained for 12 months).

#### RETENTION PERIODS (FORMER EMPLOYEES)

<b>6 Years</b>
<b>Staff files</b> - including occupational health records, training records and disciplinary records. <b>Payroll information</b> – including timesheets and records detailing Statutory Maternity Pay, Statutory Sick Pay, salary, pay, overtime, bonuses and redundancy.
<b>12 Years</b>
<b>Pensioner's records</b> - 12 years after benefits ceases.
<b>18 Years</b>
<b>Parental Leave</b> – 18 years from the birth of the child.
<b>Permanently</b>
Senior management team records are retained permanently for historical purposes.

#### Your rights?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the RAU to change incorrect or incomplete data
- require the RAU to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the RAU is relying on its legitimate interests as the legal ground for processing
- ask the RAU to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the RAU's legitimate grounds for processing data

#### Other Information

This Privacy Notice will be kept under review. Any changes will be updated on our website and communicated to you as appropriate. This Privacy Notice was last updated in May 2018.

The University's Data Protection Officer (DPO) is responsible for monitoring compliance with relevant legislation in relation to personal data and can be contacted at [dataprotection@rau.ac.uk](mailto:dataprotection@rau.ac.uk)

You can also contact the DPO if you have any queries or concerns about the University's processing of your personal data. You have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

Further information:

If you have any questions regarding this Privacy Notice please do not hesitate to contact us on 01285 652531 or [human.resources@rau.ac.uk](mailto:human.resources@rau.ac.uk)