

Staff Privacy Notice

This privacy notice is to be read in conjunction with the General Privacy Notice on the University website. This notice applies to current and former employees, workers and contractors. It applies also to employees of any directly owned subsidiaries, in particular TU Online which is a joint data controller with Teesside University.

1. Why is your Personal Data collected?

- 1.1 Personal Data is collected to enable to the University to administer, supervise, monitor and manage your working relationship with the University.
- 1.2 The information we hold about you will be 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 of our own or those of third parties, provided your interests and fundamental rights do not override those interests. Situations in which we will process your personal information are listed below. It is not intended to be exhaustive and there may be other processing activities required to be carried out under the above grounds.
 - 1.1.1 Making a decision about your recruitment or appointment.
 - 1.1.2 Determining the terms on which you work for us.
 - 1.1.3 Checking you are legally entitled to work in the UK.
 - 1.1.4 Paying you and, if you are an employee, deducting tax and National Insurance contributions.
 - 1.1.5 Providing additional benefits to you through Teesside Advantage.
 - 1.1.6 Liaising with your pension provider.
 - 1.1.7 Administering the contract we have entered into with you.
 - 1.1.8 Business management and planning e.g. data reporting to stakeholders and providing information for accounting and auditing purposes.
 - 1.1.9 Conducting performance reviews, managing performance and determining performance requirements.

- 1.1.10 Making decisions about salary reviews and compensation.
 - 1.1.11 Assessing qualifications for a particular job or task, including decisions about promotions.
 - 1.1.12 Gathering evidence for possible grievance or disciplinary hearings.
 - 1.1.13 Making decisions about your continued employment or engagement.
 - 1.1.14 Making arrangements for the termination of our working relationship.
 - 1.1.15 Education, training and development requirements.
 - 1.1.16 Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
 - 1.1.17 Ascertaining your fitness to work.
 - 1.1.18 Managing sickness absence.
 - 1.1.19 Complying with health and safety obligations.
 - 1.1.20 To prevent fraud.
 - 1.1.21 To monitor your use of our information and communication systems to ensure compliance with our IT policies.
 - 1.1.22 To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
 - 1.1.23 To conduct data analytics studies to review and better understand employee retention and attrition rates.
 - 1.1.24 Equal opportunities monitoring.
 - 1.1.25 Academic Workload/Workshare Allocation.
 - 1.1.26 To process your expenses.
 - 1.1.27 To respond to surveys, including the HEBCIS survey to assess the University's wider contribution to the community and the UCEA survey for the purposes of benchmarking salaries.
- 1.3 Some of the above grounds for processing will overlap and there may be a number of

grounds which justify our use of your personal information.

2 What Personal Data is collected?

- 2.1 We may collect, store, and use any of the following categories of personal data about you:
- 2.1.1 Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
 - 2.1.2 Date of birth.
 - 2.1.3 Gender.
 - 2.1.4 Nationality.
 - 2.1.5 Marital status.
 - 2.1.6 Emergency contact information.
 - 2.1.7 National Insurance number.
 - 2.1.8 Bank account details, payroll records and tax status information.
 - 2.1.9 Health and Safety information.
 - 2.1.10 Learning and Development records.
 - 2.1.11 Salary, Absences, pension and benefits information.
 - 2.1.12 Start date (and end dates if applicable).
 - 2.1.13 Location of employment or workplace.
 - 2.1.14 Copy of Passport Information.
 - 2.1.15 Recruitment information (including copies of right to work documentation, references and other information included in a CV Cover letter, or additional information as part of the application process).
 - 2.1.16 Employment records (including job titles, work history, working hours, training records and professional memberships).
 - 2.1.17 Compensation history.

- 2.1.18 Qualification Information.
 - 2.1.19 Performance information.
 - 2.1.20 Disciplinary and grievance information.
 - 2.1.21 CCTV footage and other information obtained through electronic means such as swipecard records.
 - 2.1.22 Information about your use of our information and communications systems.
 - 2.1.23 Details of other business interests and contributions to the community.
 - 2.1.24 Photographs.
- 2.2 This list is not exhaustive and there may be other categories of data not listed which may be required for the proper administration of your contract.
- 2.3 We may also collect, store and use the following "special categories" of more sensitive personal information:
- 2.3.1 Information about your race or ethnicity, religious beliefs, sexual orientation, disability, gender identification and political opinions.
 - 2.3.2 Trade union membership.
 - 2.3.3 Information about your health, including any medical condition, health and sickness records.
 - 2.3.4 Genetic information and biometric data.
 - 2.3.5 Information about criminal convictions and offences.

3 How is your personal information collected?

- 3.1 We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from applicants or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.
- 3.2 We collect personal information in the course of job-related activities throughout the period of you working for us.

- 3.3 Where you access services offered by the University related to your employment, you may be asked to provide personal data and you may be provided with bespoke privacy notices relating to the service you access.

4 Lawful basis

- 4.1 We will only use your personal information where there is a lawful basis to do so. Most commonly, we will use your personal information in the following circumstances:
- 4.1.1 Where you provide us with your consent;
 - 4.1.2 Where we need to perform the contract we have entered into with you.
 - 4.1.3 Where we need to comply with a legal obligation.
 - 4.1.4 Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- 4.2 We may also use your personal information in the following situations:
- 4.2.1 Where we need to protect your interests (or someone else's interests).
 - 4.2.2 Where it is needed in the public interest or for official purposes.

5 How will your Personal Data be Shared?

- 5.1 We will share your personal data internally in fulfilling the above referred purposes. Any data sharing will apply the principle of data minimisation.
- 5.2 We will share your personal information externally with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

6 If you fail to provide personal information

- 6.1 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 to ensure the health and safety of our workers).

7 Change of purpose

7.1 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 information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

8 Do we need your consent?

8.1 We do not need your consent if we process personal data in accordance with our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent for a specific purpose. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

9 Information about criminal convictions

9.1 We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

9.2 Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

9.3 We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

9.4 We envisage that we will hold information about criminal convictions.

9.5 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. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us.

- 9.6 You may be required to carry out a Disclosed Barring Service (DBS) check which discloses criminal conviction data. Whether or not you are required to carry out a DBS will be determined in accordance with the DBS guidance and it will form a condition of offer. Candidates who carry out a DBS check are required to read and understand the privacy information provided in the Standard/Enhanced Applicants Privacy Policy which can be found at: <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

10 Which third-party service providers process my personal information?

- 10.1 "Third parties" includes third-party service providers (including contractors and designated agents). The following activities are carried out by third-party service providers: pension administration, some benefits provision, occupational health services.
- 10.2 All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

11 Keeping your data secure

- 11.1 The University has technical and organisational measures to ensure that your personal data is kept secure and is only accessed by appropriate members of staff.

12 Rights and responsibilities

- 12.1 Please refer to the University's General Privacy Notice for information about your rights, responsibilities and how to complain.

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