

Staff Privacy Notice-Table 1- Legal basis for processing personal data		
Category of personal data	Purpose of processing	Legal basis for processing
Basic personal information and contact details (including name, address, date of birth, gender, telephone number, and email address)	<p>To allow the organisation to maintain accurate employee records and contact details</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>
Basic personal information (emergency contact details)	<p>For HR and business administration purposes</p>	<p>Necessary for the legitimate interests of the organisation</p> <p>To protect the vital interests of the data subject (emergency contacts)</p> <p>Necessary for the legitimate interests of the organisation</p>

<p>Recruitment records (including CVs, application forms, interview notes, test results, proof of right to work in UK (such as passports and visas), driving licence, evidence of skills and qualifications, and references)</p>	<p>To assess an individual's suitability for work and to determine to whom to offer employment</p> <p>To comply with legislative and regulatory requirements</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>
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<p>Recruitment records containing special categories of personal data (including details of any disabilities disclosed and reasonable adjustments) criminal records data (including results of criminal record checks) and equal opportunities monitoring data</p>	<p>To assess an individual's suitability for work and to determine to whom to offer employment</p> <p>To comply with the requirement to make reasonable adjustments</p> <p>For HR and business administration purposes</p> <p>To monitor our compliance with equal opportunities legislation</p> <p>For defence against potential legal claims</p>	<p>Necessary for the legitimate interests of the organisation</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for carrying out obligations under employment Law</p>
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<p>Offer letters, contracts of employment, written statements of terms and related correspondence</p>	<p>To maintain a record of employees' contractual and statutory rights</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for the legitimate interests of the organisation</p>
<p>Financial and tax information (including pay and benefit entitlements, bank details, national insurance numbers and pension provider details)</p>	<p>To pay employees correctly and make appropriate tax and pension payments</p> <p>For HR and business administration, and financial planning purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p>

<p>Disciplinary and grievance records (including records of investigations, notes of disciplinary or grievance meetings and appeal hearings, correspondence with employees and written warnings)</p>	<p>To maintain a record of the operation of disciplinary and grievance procedures and their outcome</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>
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<p>Absence and leave records containing special categories of personal data (including details of absence or leave taken, the reasons for absences, the type of leave, information about medical or health conditions, reasonable adjustments, records of absence management discussions, correspondence with employees and written warnings)</p>	<p>To maintain a record of the operation of absence procedures</p> <p>To ensure that employees receive statutory and contractual sick pay or other pay entitlements (such as maternity or other family-related pay) and benefits</p> <p>To meet health and safety obligations</p> <p>To comply with the requirement to make reasonable adjustments</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for the performance of a contract or to enter into a contract</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p> <p>Necessary to carry out obligations or exercise rights under employment law</p> <p>Necessary for the purposes of preventative or occupational medicine</p>
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<p>Performance records (including performance review, targets and objectives, performance improvement plans, records of performance improvement meetings and related correspondence, and written warnings)</p>	<p>To maintain a record of the operation of performance management systems and performance improvement processes</p> <p>For HR and business administration purposes</p> <p>For defence against potential legal claims</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>
<p>Staff development records (including qualifications, training undertaken)</p>	<p>To assess an individual's suitability for work and to determine to whom to offer employment</p> <p>To comply with legal obligations e.g. Health & Safety</p> <p>To ensure mandatory training is completed by all employees</p> <p>To provide staff with appropriate skills, knowledge and qualifications required of the role</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>

Staff photographs/ID cards	To provide staff with means to identify themselves on campus and gain access to services such as Library services To operate security arrangements	Necessary for the legitimate interests of the organisation
Personal data provided to Third Parties for specific purposes		Necessary for the legitimate interests of the organisation
Statistical returns to HESA - Details of personal data provided can be found at https://www.hesa.ac.uk/files/HESA_Staff_Collection_Notice_2017-18.pdf	To provide information for the research and analysis into higher education	Necessary for compliance with a legal obligation Necessary for the performance of a task in the public interest, namely research and analysis into higher education
UK Home Office and other national and international governmental and regulatory bodies such as United Kingdom Visas and Immigration, Disclosure and Barring Service	To assess the immigration status of an employee and right to work in the UK To assess an individual's suitability for work involving children and vulnerable adults For defence against potential legal claims	Necessary for compliance with a legal obligation Necessary to carry out obligations or exercise rights under employment law/social protection laws
Occupational Health Advisers and providers of health-related services such as Health Management	To meet health and safety obligations To comply with the requirement to make reasonable adjustments To manage staff absence	Necessary for the performance of a contract or to enter into a contract Necessary for compliance with a legal obligation Necessary for the legitimate interests of the organisation

		<p>Necessary to carry out obligations or exercise rights under employment law</p> <p>Necessary for the purposes of preventative or occupational medicine</p>
<p>University insurers and external regulators such as the Health & Safety Executive and Public Health England</p>	<p>To manage insurance claims</p> <p>To report accidents and incidents where require</p> <p>To take action where required, in the interest of public health</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary reasons of public health</p>
<p>Grant funding bodies such as Erasmus, Arts & Humanities Research Council</p>	<p>To evidence suitability for involvement in a specific research project and evidence grant funding payments to staff involved in such research</p>	<p>Necessary for the legitimate interests of the organisation</p>
<p>Award granting bodies such as Higher Education Academy, training providers</p>	<p>To track progress towards qualifications, to provide certification relating to training and qualifications</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the organisation</p>