

Staff Privacy Notice

How we use your personal data (for staff)

What is Personal Data?

“Personal data” means any information which relates to or identifies you as an individual.

Purpose of this Notice

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered as a Data Controller with the Information Commissioner’s Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to members of staff at the University.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details can be found at the end of this Notice.

What information does the University collect?

The University 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 University;
- information about your remuneration, including entitlement to benefits such as pensions;
- details of your bank account and national insurance number;
- information about your marital status, dependants and emergency contacts;
- details of your schedule (days of work and working hours) and attendance at work;

- details of periods of leave taken by you and the reasons for the leave, including holiday, sickness absence, time off for dependants, career breaks, compassionate leave, maternity and paternity 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 performance reviews, performance improvement plans and related correspondence;
- information about your use of the academic and non-academic facilities and services that we offer;
- information relating to your trade union membership;
- staff photographs;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- information about medical or health conditions, including whether or not you have a disability for which the University needs to make reasonable adjustments; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Where does the University get your personal data from and how is it processed?

The University will keep a record of the details you provided on your application form, any supporting documents requested including 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.

Where relevant, we may supplement these records with personal data from the public domain (e.g. your publications) or other third party sources such as references from former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including the CIPHR and Hope Works databases. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

In addition to this, the University may process some information about you that is classed as 'special category' personal data, and which requires additional

protections. This includes equal opportunities monitoring information and information about medical or health conditions and disabilities, as detailed above.

For certain roles, other sensitive information may be processed, such as information about past criminal convictions and your fitness to practise in certain regulated professions.

Access to, and the sharing of, your 'special category' data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

What is the purpose and legal basis of the processing?

The University will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- To assess your suitability for a particular role or task (including any relevant right to work checks).
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task.
- To administer remuneration, payroll, pension and other standard employment functions.
- To administer HR-related processes, including those relating to performance/absence management, disciplinary issues and complaints/grievances.
- To operate security (including CCTV and photo-identity cards), governance, audit and quality assurance arrangements.
- To deliver facilities (e.g. IT, libraries), services (e.g. accommodation) and staff benefits to you, and where appropriate to monitor your use of those facilities in accordance with University policies (e.g. on the acceptable use of IT).
- To communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars.
- To support your training, health, safety, welfare requirements and any requirements based on religion or belief.
- To compile statistics and conduct surveys and research for internal and statutory reporting purposes.
- To fulfil and monitor our responsibilities under equalities, immigration and public safety legislation.

- To enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your employment contract), or necessary for compliance with a legal obligation (e.g. equality and diversity monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research).

See [Table 1: Legal Reasons for Processing Staff Personal Data](#) for further details.

Who will my personal data be shared with?

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- Higher Education Statistics Agency (see [HESA's statement](#) about the uses made by them of your personal information).
- Prospective and actual research funders or sponsors.
- The external providers of any staff benefits or pensions.
- Relevant Government Departments (e.g. Department for Education, Home Office, Foreign and Commonwealth Office, Department of Health), executive agencies or non-departmental public bodies (e.g. UK Visas and Immigration, HM Revenue and Customs, the Health and Safety Executive, Disclosure and Barring Service), and Higher Education bodies (e.g. The Office for Students).
- Any relevant professional or statutory regulatory bodies (e.g. NCTL).
- Any relevant simultaneous employers (e.g. NHS Trusts).
- If you agree, the relevant trade unions.
- On occasion and where necessary, the police and other law enforcement agencies.
- On occasion and where necessary, auditors.
- Companies or organisations providing specific services to, or on behalf of, the University, such as Occupational Health Services Providers, European exchange programmes.



- On occasion and where necessary, courts and tribunals, and debt collection agencies.

We will provide references about you to external enquirers or organisations where you have requested or indicated that we should do so.

We will include your basic contact details in our staff index which is located on our website. Many Departments expect staff to maintain a publicly available personal profile or webpage. Some information about University Officers and other staff (e.g. appointments or committee memberships) is published externally and on the website.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

Is my data transferred outside of the EEA?

On occasion, the above types of sharing may involve the transfer of your personal information outside of the European Economic Area (e.g. to report to an overseas research funder, to arrange Global Hope placements). Such transfers usually are necessary in order to meet our contractual obligations with you, and are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

Retention of your personal data

We store your personal information as part of your staff record for the duration of your employment (and it may be used as part of our assessment of any future application you make for further employment at Liverpool Hope University). After you leave certain records pertaining to your employment are retained indefinitely so that the details of your employment can be confirmed and for statistical or historical purposes. Information about how long different types of staff data are retained by the University can be found in the [Personnel Retention Policy](#). Our retention policy is informed by best practice, including CIPD guidelines and sector standards.

How does the University protect data?

The University takes the security of your data seriously. The University has internal policies and controls in place to try to make sure 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. For more information please see the Data Protection Policy available on the University [Webpages](#).

Where third parties process personal data on behalf of the University, they do so on the basis of written instructions, are under a duty of confidentiality and must make sure that they have appropriate technical and organisational measures in place to keep the data secure.

Your duties as a Data Subject

We require you to provide us with any information we reasonably ask for to enable us to administer your contract and ensure that the personal data that we hold about you is up to date and accurate.

Your rights as a Data Subject

We thought it would be helpful to set out your rights under GDPR.

You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the [Information Commissioner's Office](#) about the way in which we process your personal data.



Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Laura Gittins at gittinl@hope.ac.uk.

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.

Are changes made to this document?

This Notice was last updated on 18 May 2018. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.