

## **STAFF PRIVACY NOTICE**

### **(PROCESSING YOUR PERSONAL DATA)**

#### **General**

The University needs to collect, process and use personal data (information) for a variety of purposes about those who express an interest in becoming a member of staff at the University (recruitment and selection stage), those who become members of staff at the University including those staff members that have left the University.

In collecting, processing and using data the University must comply with the requirements of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) which govern the processing of personal information.

The University Data Protection Policy sets out the rules for adherence to the requirements of data protection laws and is available at: <https://www.bolton.ac.uk/about/governance/documents/>

Personal information means any information relating to an identified or identifiable living person. An identifiable person is one who can be identified, directly or indirectly, in particular by an identifier such as a name, identification number, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. Processing is any activity carried out involving personal information, including holding and storing it in any format, both digital and hardcopy.

The University takes the matter of data security and protection extremely seriously. The personal data you provide to us during the recruitment and selection procedure and during the course of your employment is securely held by the University and will be treated confidentially and with sensitivity. The University is notified as a Data Controller for all personal information that it holds and processes, except where it is done in the capacity of a data processor on behalf of another data controller.

The University's Information Commissioner's Office data controller registration number is Z5888188.

If you have any questions about our privacy practices, please contact our Data Protection Officer.

Contact details: University of Bolton Data Protection Officer:

Email: [dpo@bolton.ac.uk](mailto:dpo@bolton.ac.uk)

Address: Data Protection Officer  
The University of Bolton  
Deane Road  
Bolton  
BL3 5AB

#### **Changes to this privacy notice**

It is important that you check this privacy notice for updates. If we make changes that we consider to be important, we will let you know by contacting you.

## **The types of personal information we collect**

The University collects and processes information relating to its staff, including images, personal details, family and social circumstances, education and training records and financial details for various administrative and health and safety reasons. The University may collect, hold and process what may be considered 'special category personal data'.

Special category personal data is generally defined as information related to racial or ethnic origin, political opinions, religious or other beliefs, physical or mental health, other medical information including biometric and genetic data. In some instances, the University will also collect and process criminal offence data relating to criminal allegations, proceedings, convictions or related security measures.

Not all of the personal information the University holds about you will come directly from you. It may, for example, come from other organisations to which you belong or professional service providers. We also collect personal information from third parties.

## **Why do we process personal data?**

The University needs to process personal data about its staff for a number of administrative reasons. For example:

- Managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, and training and development;
- delivering facilities such as IT services, library services, and car parking provision;
- Monitoring equal opportunities;
- Preventing and detecting crime, such as using CCTV and photographs on staff ID cards;
- Keeping contact with past employees;
- Provision of employee benefit schemes;
- Provision of wellbeing and support services;
- Compliance with legal obligations, for example, making external statutory returns to the Higher Education Statistics Agency (HESA)

The University processes special category personal data for a number of administrative purposes. For example:

- Equal opportunities monitoring and managing obligations under equal opportunities legislation;
- Managing Human Resources processes such as administering sick pay and sick leave schemes, managing absence, administering maternity Leave and related pay schemes;
- Managing a safe environment and ensuring fitness for work;
- Provision of occupational health and wellbeing services to individuals

## **Where we store and process personal information**

The University is a global institution and in certain circumstances the University may transfer personal information to third parties located in countries outside of the European Economic Area. Any such transfers will be strictly in relation to the delivery of the University's core services. All instances of overseas transfers of personal data are subject to appropriate and adequate safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the information and compliance with legislative and regulatory requirements.

The European Commission decisions on the adequacy of the protection of personal data in third countries are published at: [ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en](https://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en).

### **How we secure personal information**

The University takes data security seriously and uses appropriate technologies and procedures to protect personal information. Our information security policies and procedures are reviewed regularly and updated as necessary to meet our service needs, changes in technology and regulatory requirements. Further information on data security is published at: <https://www.bolton.ac.uk/about/governance/documents/>

### **How long we keep personal information**

The University's Records Retention and Disposal Policy and Records Retention Schedule detailing the retention period for different staff records is published at: <https://www.bolton.ac.uk/about/governance/documents/>

### **Your right to access and correct your personal information**

The University respects your right to access and control your information, we will respond to requests for information and, where applicable, will correct, amend or delete your personal information.

You have the following rights:

- request access to your personal information that the University holds;
- rectify inaccuracies in your personal data;
- be forgotten - that is your details to be removed from the systems that we use to process your personal data in certain situations;
- restrict the processing of personal data in certain situations;
- object to the processing of personal data in certain situations. For example, sending and receipt of direct marketing material;
- data portability - obtain a copy of your data in a commonly used electronic form in order to provide it to other organisations;
- object to automated decision making and profiling – object to decisions made by automated means without human intervention in certain circumstances;
- withdraw consent where that is the legal basis of processing.

Staff must ensure that all personal data provided to the University is accurate and up to date. Any changes must be notified to Human Resources at [hr@bolton.ac.uk](mailto:hr@bolton.ac.uk)

If you are not happy with how the University manages your personal information you should contact the University's Data Protection Officer in the first instance. If you feel that the complaint has not been dealt with to your satisfaction you can formally complain to the University Registrar.

You also have a right to complain to the Information Commissioner's Office about the way in which we process your personal data at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)

## **Submission of your information to HESA**

It is a statutory requirement for the University to send some of the information we hold about you to HESA every year. HESA is the official source of data about UK universities and higher education colleges, alternative HE providers and recognised higher education courses taught at further education institutions. HESA is a registered charity and operates on a not-for-profit basis.

HESA collects, and is responsible for, the database in which your HESA information is stored. HESA uses your HESA information itself for its own purposes and also shares your HESA information with third parties for specified and lawful purposes. HESA's use of your HESA information may include linking information from it to other data, as described in the HESA staff data collection notice, see the link below. All uses of HESA information must comply with the DPA and GDPR.

If you give us information about your disability status, ethnicity, sexual orientation, gender reassignment or religion these may be included in your HESA information and used to assist with monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010. Your special category personal information will be used for research purposes and will not be used to make decisions about you.

**To read the full HESA staff data collection notice please visit:**  
**<https://www.hesa.ac.uk/about/regulation/data-protection/notices>**

## **How we process your personal information – legal basis for processing**

It is necessary for the University to collect, process and use staff data in order to perform the contract between you and the University.

Some processing activities may also be carried out under a legal obligation (for example, disclosing personal data to external parties under statutory powers), where it is necessary to protect the vital interests of the staff member or another party (for example, disclosures to external parties to ensure the safety and wellbeing of individuals), where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (for example, collecting or disclosing information in order to meet regulatory or statutory requirements), or where it is necessary for legitimate interests pursued by the University or a third party (the legitimate interests will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals). Where any of these legal bases do not apply, the consent of an individual to process their personal data will be sought.

Where staff members special category personal data is collected and processed by the University this will be on the legal bases of explicit consent of the staff member, employment or social security/protection requirements, protecting the vital interests of the staff member or another party, the exercise or defence of a legal claim, reasons of substantial public interest, purposes of medical or health care or where the information has been made public by the staff member. Any processing will be proportionate and relate to the provision of services by the University.

Table A below sets out the separate categories of personal information that the University may hold, what its purpose is, where the information is located, the method of data processing used, who we share your personal data with and the legal basis for processing that information.

## **How we process your information within the University**

Personal data may be shared amongst different departments that require the information to carry out their duties, for example:

- IT Services for internal email and telephone directory set up ie. staff name, department, email address and telephone number;
- Photograph for the purpose of identification and security ie. staff ID card;
- monitoring computer usage through user name and log-ins to ensure compliance with the University Acceptable Use Policy;
- results of disclosure and barring service (DBS) checks that need to be undertaken for certain positions.

The total amount of personal information shared within the University will be no more than is reasonably necessary.

There are times when staff members will need to share your special category personal data within the University. For example, the occupational health service may seek information from departments or share information with Human Resources about fitness to work.

Situations may also arise where special category personal data is shared with within the University without obtaining your explicit consent. This will occur if the processing is necessary, for example:

- for the purpose of carrying out obligations in the field of employment and social security and social protection law;
- in connection with legal claims or pursuant to a court order requiring disclosure;
- to protect your vital interests and you cannot give your consent or your consent cannot be reasonably obtained;
- to protect another person's vital interests and you have unreasonably withheld your consent;
- necessary for the purposes of medical or healthcare provision;
- To meet our statutory obligations in relation to equality and diversity monitoring;
- disclosure is made for the purpose of prevention or detection of crime, the apprehension or prosecution of offenders and we have received a notice from the police confirming that the disclosure is required for these purposes.

### **How Do We Share Your Data with Third Parties**

The University may need to share your personal data with third parties outside of the University who are contracted to work on its behalf, for example pension providers, insurers or legal consultants. The University may also disclose data to auditors undertaking investigations or to selected individuals acting on behalf of the University such as organisations undertaking market research or academic researchers provided no personal data is published. The University will often confirm dates and the nature of an individual's employment to a prospective employer in a reference.

### **When we share personal information**

This privacy notice includes information about who the University may disclose staff personal data, special category personal data and criminal offence data to and how staff data is used.

Table A below sets out what information the University may share with other third parties.

Table A below sets out the separate categories of personal information that the University may hold on you, what its purpose is, where the information is located, the method of data processing used, who we share your personal data with and the legal basis for processing that information.

**TABLE A**

<b>No.</b>	<b>Type of information held and purpose</b>	<b>Method of data Processing</b>	<b>Location of data</b>	<b>Data Format</b>	<b>University and/or External Needs</b>	<b>Legal Basis for Processing (Article 6)</b>
1.	Vacancy enquiry and application for processing, tracking, contact analysis, equal opportunities monitoring.  Name, address, e-mail, telephone numbers, gender, date of birth + age, ethnicity, disability, nationality, religion, qualifications on entry, previous education, emergency contact details.	Manual and electronic	Human Resources	Application form; application supporting documents	University	Article 6(1)(a) or (1)(b) or (1)(f)
2.	Recruitment and Selection (e.g. application, CV's, interview records and notes)	Manual and Electronic	Human Resources; relevant school/department.	Application form(s); CV; interview notes	University	Article 6(1)(a) or (1)(b) or (1)(f)
3.	Administration of employment contracts	Manual and electronic	Human Resources	Personal record in relevant file	University	Article 6 (1)(b) or (1)(c) or (1)(f)
4.	Staff Development: <ul style="list-style-type: none"> <li>• Staff training and development undertaken</li> <li>• Details of courses and conferences attended</li> </ul>	Manual and Electronic	Human Resources; relevant school/department.	Personal development plan	University	Article 6(1)(b) or (1)(f)
5.	Performance Assessment: <ul style="list-style-type: none"> <li>• Induction checklist</li> <li>• Probation reviews</li> <li>• Teaching evaluations</li> <li>• PDR record</li> <li>• Rewarding exceptional performance or thank you scheme correspondence</li> <li>• Promotion/re-grading details</li> </ul>	Manual and Electronic	Human Resources; relevant school/department.	Personal record in relevant file(s)	University	Article 6 (1)(b) or (1)(f)

6.	References: <ul style="list-style-type: none"> <li>References written about individuals (e.g. to support promotion cases)</li> <li>References written for individuals</li> </ul>	Manual and Electronic	Human Resources	References	University and External	Article 6 (1)(b) or (1)(c)
7.	Absence and Attendance: <ul style="list-style-type: none"> <li>Annual leave records;</li> <li>Communication relating to maternity/paternity/special leave/flexible working/off sick, etc.;</li> <li>Return to work meetings following sickness, maternity, etc.</li> <li>Occupational health reports</li> <li>Self certs and Fit Notes</li> </ul>	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University	Article 6(1)(b) or (1)(c) or (1)(d) or (1)(e) or (1)(f)
8.	For the assessment and provision of services to disabled staff or staff requiring access to healthcare services.	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	Article 6(1)(b) or (1)(c) or (1)(d) or (1)(e) or (1)(f)
9.	Police or other regulatory body where pursuant to the detection, investigation or disclosure of a potential crime.  Information to 3 <sup>rd</sup> parties for compliance with statutory and other regulations applicable to the University. Personal details as in 1 above, correspondence and notes of requests, reports and information supplied.	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	Article 6 (1)(c) or (1)(d) or (1)(f)
10.	Production of statistical returns required for third party government bodies e.g. the Higher Education Statistics Agency, for completion of government supported survey, statistics for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable.	Manual and electronic	Human Resources;	HESA return database; staff records database; personal file	University and External	Article 6 (1)(c) or (1)(e) or (1)(f)
11.	Health and safety of individuals and their property and the protection of University assets, including the use of CCTV	Manual and electronic	Human Resources; First Aiders; Specialist Services & Safety Manager; Facilities	Personal record in relevant file; occurrences reports	University	Article 6 (1)(b) or (1)(c) or (1)(d) or (1)(f)

	Health & Safety for first-aid assistance, emergency evacuation, hazard risk assessment, accident monitoring. Personal details as in 1 above. plus medical records, accident/hazard reports, consent records, first-aid action.					
12.	Research and statistical analysis. Surveys and questionnaires for monitoring and evaluation of provision.  If not anonymous – personal details as in 1 above.	Manual and electronic	Human Resources	Personal record in relevant file	University	Article 6(1)(b) or (1)(e) or (1)(f)
13.	Close family and emergency services where there is an emergency situation e.g. illness, serious injury or bereavement.	Manual and electronic	Human Resources; First Aiders; Specialist Services & Safety Manager; Facilities	Personal record in relevant file(s)	University and External	Article 6 (1)(d) or (1)(f)
14.	Banking information (and other payment agencies you may use).	Manual and electronic	Human Resources; Finance	Personal record in relevant file(s)	University	Article 6 (1)(b) or (1)(f)
15.	Data Processors in order for them to process data on behalf of the University for any of the purposes for which the University is permitted to process the data.	Manual and electronic	Human Resources	Personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)
16.	Official letters as requested by the staff member.	Manual and electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University	Article 6 (1)(f)
17.	To professional bodies where registration with that body is related to or a requirement for the staff member.  Information to 3 <sup>rd</sup> parties for compliance with statutory and other regulations applicable to the University. Personal details as in 1 above, correspondence and notes of requests, reports, and information supplied.	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)
18.	The production of staff identification cards; and the inclusion of photographic images	Electronic	IT	Personal record	University	Article 6 (1)(b) or (1)(f)



	on the University's computerised staff record system.					
19.	To the Home Office and other international and national governmental and regulatory bodies in connection with the assessment of status.	Manual and Electronic	Human Resources	personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(c)
20.	Discipline and Grievance <ul style="list-style-type: none"> <li>Letters, reports and meeting notes relating to cases</li> </ul>	Manual and Electronic	Human Resources; relevant school/department	personal record in relevant file(s)	University	Article 6 (1)(b) or (1)(c) or (1)(f)
21.	Workforce Planning: <ul style="list-style-type: none"> <li>Fixed Term Contract consultation meeting notes and documentation</li> <li>Contract extension details</li> </ul>	Manual and Electronic	Human Resources; relevant school/department	personal record in relevant file(s)	University	Article 6 (1)(b) or (1)(f)
22.	Financial data: Information relating to staff payroll, salary and payments	Manual and Electronic	Human Resources; Finance	personal record in relevant file(s)	University	Article 6 (1)(b) or (1)(c) or 1(f)
23.	Appeals and complaints/anticipated or ongoing legal action: Staff disciplinary appeals, complaints and litigation	Manual and Electronic	Human Resources; relevant school/department; Finance; Vice Chancellor's Office	personal record in relevant file(s)	University and External	Article 6(1)(b) or (1)(f)
24.	To the University's external lawyers, insurers in respect of accidents occurring within the institution and external auditors.	Manual and electronic	Finance; Central Services	personal record in relevant file(s)	University and External	Article 6(1)(b) or (1)(c) or (1)(f)
25.	Production of statistical returns required for third party government bodies e.g. the Higher Education Statistics Agency, for completion of government supported survey, statistics for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable.	Manual and electronic	Human Resources;	HESA return database; staff records database; personal file	University and External	Article 6 (1)(c) or (1)(e) or (1)(f)
26.	To professional bodies where registration with that body is related to or a requirement for the staff member.  Information to 3 <sup>rd</sup> Parties for compliance with statutory and other regulations	Manual and electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)

	applicable to the University. Personal details as in 1 above, correspondence and notes of requests, reports, and information supplied.					
27.	DBS: disclosure Information relating to criminal records	Manual and Electronic	Human Resources; relevant school/department	DBS application; DBS results	University and External	Article 6 (1)(b) or (1)(e) or (1)(f)

**All staff agree to the University processing their “special categories of personal data” for the following purposes and for release to the following third parties:**

<b>No.</b>	<b>Type of information held and purpose</b>	<b>Method of data Processing</b>	<b>Location of data</b>	<b>Data Format</b>	<b>University and/or External Needs</b>	<b>Legal Basis for Processing (Article 9)</b>
28.	For the assessment and provision of services to disabled staff or staff requiring access to healthcare services.	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	(see No. 8 above) and Article 9 (1)(a)
29.	DBS: disclosure Information relating to criminal records	Manual and Electronic	Human Resources; relevant school/department	DBS application; DBS result	University and External	(see No. 27 above) and Article 9 (1)(a) or (1)(b)
30.	Audit/professional/ statutory data: Health and safety records, verification data required by professional body or HEFCE audit	Manual and Electronic	Human Resources; relevant school/department	Personal record in relevant file	University and External	(see No. 11 and 24 above) and Article 9(1)(a) or (1)(b) or (1)(g) or (1)(h)
31.	Discipline and Grievance Letters, reports and meeting notes relating to cases	Manual and Electronic	Human Resources; relevant school/department	personal record in relevant file(s)	University	(see No. 20 above) and Article 9 (1)(a) or (1)(f)
32.	Appeals and complaints/anticipated or ongoing legal action: Staff disciplinary appeals, complaints and litigation	Manual and Electronic	Human Resources; relevant school/department; Finance; Vice Chancellor's Office	personal record in relevant file(s)	University and External	(see No. 23 above) and Article 9(1)(f) or (1)(g)

	To the University's external lawyers, insurers in respect of accidents occurring within the institution and external auditors.	Manual and electronic	Finance; Central Services	personal record in relevant file(s)	University and External	(see No. 24 above) and Article 9(1)(f) or (1)(h)
33.	Production of statistical returns required for third party government bodies e.g. the Higher Education Statistics Agency, for completion of government supported survey, statistics for the analysis of staff statistics and/or to enable them to carry out their statutory functions as applicable.	Manual and electronic	Human Resources;	HESA return database; staff records database; personal file	University and External	(see No. 25 above) and Article 9(1)(g) or 9(2)(j)
34.	To professional bodies where registration with that body is related to or a requirement for the staff member.  Information to 3 <sup>rd</sup> Parties for compliance with statutory and other regulations applicable to the University. Personal details as in 1 above, correspondence and notes of requests, reports, and information supplied.	Manual and electronic	Human Resources; relevant school/department	Personal record in relevant file(s)	University and External	(see No. 26 above) and Article 9(1)(g) or 9(2)(j)

**Also see the University Appropriate Policy Document available at: <https://www.bolton.ac.uk/about/governance/documents/#dataprotection>**

**Article 6(1)(a)** Consent – on specific occasions the University will only process certain data if you consent.

**Article 6 (1)(b)** necessary for the performance of your employment contract – on many occasions the University will process your data to enable it to meet its commitments to you.

**Article 6 (1)(c)**, necessary to comply with a legal obligation – the University does have legal obligations to provide your personal data to others e.g. HESA.

**Article 6 (1)(d)** for the purpose of protecting the vital interest of yourself or another – sometimes in extreme circumstances the University will have to release information to protect your interests or the interests of others e.g. in medical emergencies.

**Article 6 (1)(e)** processing necessary for the performance of a task carried in the public interest – the University is an educational establishment and in particular its educational activity is conducted in a public interest (including your interest and the interest of others).

**Article 6 (1)(f)** processing is necessary for the purposes of the legitimate interest of the University or a third party subject to overridden interests of the data subject – the University (and sometimes third parties) has a broad legitimate interest in activities that connect to the activities of an educational institution. Subject to those

interests not being overridden by the interests of fundamental rights and freedoms of staff, it will pursue those interests. Where Article 6(1)(f) is used the “legitimate interest” is generally the interest of the University (or third party) in providing or supporting the provision of higher education.

**Article 22(2)(a)** automated decision making necessary for performance of a contract – the University will sometimes automate decisions relating to its services it is providing to you.

**Article 9(1)(a)** processing “special categories” of data where you have given consent – the University will process certain sensitive information about you with your consent.

**Article 9(1)(b)** processing “special categories” of data where necessary for the purpose of carrying out obligations in the field of employment and social security and social protection law.

**Article 9(1)(f)** processing “special categories” of data in connection with legal claims.

**Article 9(1)(g)** processing “special categories” of data where necessary for reasons of substantial public interest.

**Article 9(1)(h)** processing “special categories” of data where necessary for the purposes of medical or health care.

**Article 9(2)(j)** processing necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes

It is recognised that some of the above grounds will overlap and that the University could rely on multiple grounds justifying its lawful processing. The University also reserves the right to rely upon other grounds that are not referred to under Table A.