

Staff Privacy Notice

Glyndwr University is the data controller with regard to information held about its staff, and it is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). Glyndwr University has a Data Protection Officer who can be contacted through dpo@glyndwr.ac.uk

This document contains a general overview of personal data processed by Glyndwr University in relation to its staff under the Data Protection Legislations and is intended to be read in conjunction with Wrexham Glyndwr University's Staff Privacy Notice Table which sets out in detail the legal basis for the processing of personal data: <https://wgyou.glyndwr.ac.uk/departments/information-governance/>

What information we collect?

The University collects the following personal data on its staff:

- Contact details, including name, address, telephone number, email address and other identifying information (national insurance number and date of birth).
- Information relating to eligibility to work including passport, qualifications.
- A medical questionnaire (new starters) and health surveillance records with regard to appropriate posts and their postholders.
- Contact details of the next of kin to be used in an emergency.
- Banking details for payment purposes.
- Information gathered for the purposes of equal opportunity monitoring.
- Personal information relating to University processes and procedures including disciplinary, grievance, capability, maternity/paternity/adoption, parental and other forms of special leave, flexible working requests.
- Personal information gathered through the investigation of student complaints.
- For international staff from outside the EU: Copies of passports, visas and any other documents required to ensure compliance with UKVI requirements. They may change depending on the terms of BREXIT.
- Photographs and where applicable recordings of lectures.
- Information related to the prevention and detection of crime and the safety and security of staff, including CCTV and door access data.
- Information relating to driving licence records.
- Information relating to sickness/absence.
- Occupational health records for staff who have been referred to the OH advisers (internally and externally).
- Development (and training) records, Development and Performance Review scheme information, teaching observation records.
- Membership of professional bodies associated with work at the University.
- Timetabling and workload allocation detail, shift patterns and rosters.
- Personal mobile numbers and/or private e mail addresses to enable the resetting of University passwords.
- Health & Safety information including risk assessments, accident records and specific H&S training.

- Personal research records.
- Information about languages spoken.
- Attendance at University Graduation ceremonies; your name, contact details and academic dress details for gown ordering purposes.
- Your attendance at University Graduation ceremonies via an online live stream of the ceremonies.

Where appropriate, certain job roles will have designated 'Special categories' of personal data. In those circumstances data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation. When staff are engaged in 'special category' roles this will be evident, and further discussions will be held with individuals.

Why we collect this information?

WGU has to collect personal data to satisfy a number of requirements:

- Human resource administration, financial administration and for pension provision.
- Provision of services on behalf of the University
- Providing student support services where students may have specific needs
- Monitoring equal opportunities in line with legislation and acknowledged good practice
- Carrying out research and statistical analysis
- Providing operational information
- Promoting our services
- Safeguarding and promoting the welfare of students
- Ensuring student's safety and security
- Preventing and detecting crime.

What is our legal basis for processing?

In processing the personal data of staff the University relies upon the following legal basis as appropriate:

- Processing is necessary for the performance of a contract with the data subject
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for you to perform a task in the public interest, and the task has a clear basis in law
- Processing is necessary for the legitimate interests of the University or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

To process special category data, the University relies upon the following legal basis:

- Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment.
- Processing is necessary for the performance of a task on the basis where there is a substantial public interest, in accordance with the specific conditions as set out under Schedule 1, Paras 6-28 Data Protection Act 2018.

Who are the recipients or categories of recipients?

Where necessary personal information will be shared internally within the schools and departments across the University. Such sharing will be subject to confidentiality protocols and access restrictions.

The University will make some statutory and routine disclosures of personal data to third parties where appropriate. This section outlines the major organisations to which we may disclose data:

- Higher Education Statistics Agency (HESA)
- UK Visas and Immigration (UKVI)
- HM Revenue and Customs (HMRC)
- Pension schemes – including Teachers’ Pensions (TP), the Local Government Pension Scheme (LGPS) and the USS Scheme
- Research sponsors/funders
- Trade unions
- Potential employers (where a reference is requested)
- Benefits Agency as required by the Social Security Administration Act 1992
- Child Support Agency as required by the Child Support Information Regulations 2008 (no.2551)
- Police and Security Services, where appropriate data protection protocols have been followed
- Ede and Ravenscroft the University’s academic dress provider.
- Enterprise the University’s car hire provider.
- Office of the Independent Adjudicator with appropriate redaction whenever possible.

Personal data may also be disclosed when legally required or where there is a legitimate interest, either for the University or the data subject, taking into account any prejudice or harm that may be caused to the data subject.

The University may also use third party companies as data processors to carry out certain administrative functions on behalf of the University. If so, a written contract will be put in place to ensure that any personal data disclosed will be held in accordance with the data protection laws.

Transfers to third countries and the safeguards in place

The University undertakes some activity overseas. On occasions some personal information relating to travel, teaching, etc. will be disclosed.

Retention of data

All personal data will be stored securely and appropriately in line with the University’s Retention Schedule www.glyndwr.ac.uk/en/dataprotection/

This Schedule is reviewed periodically and it serves to determine how long certain information will be retained.

Security of data

Personal information is retained on secure electronic systems where password access is strictly controlled, so that managers and staff can only see the information that is appropriate to them and necessary for fulfilment of the job role. Personal files and other sensitive data (hard copy) are retained in lockable filing cabinets within locked and access-restricted rooms.

Your rights

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Please visit the University Data Protection webpages in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:

Data Protection Officer

Glyndŵr University,
Plas Coch Campus,
Mold Road,
Wrexham,
LL11 2AW
Email: dpo@glyndwr.ac.uk

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk

Version control:

Drafted: May 2018	Author: Joy Morton	Review Date: May 2019
Reviewed: August 2018	Author: Leonna Messiter	<u>Changes made: Additions to section: 'What information we collect?'</u> Personal information gathered through the investigation of student complaints Personal mobile numbers and/or private e mail addresses to enable the resetting of University passwords. Attendance at University Graduation ceremonies; your name, contact details and academic dress details for gown ordering purposes.

		<p>Your attendance at University Graduation ceremonies via an online live stream of the ceremonies.</p> <p>Additions to section: 'Who are the recipients or categories of recipients?'</p> <p>Ede and Ravenscroft the University's academic dress provider.</p> <p>Office of the Independent Adjudicator with appropriate redaction whenever possible.</p>
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