

Data Protection Statement - Staff Privacy Notice

This privacy notice was drafted so as to provide concise and clear information about how the University of Hull will use information about you during the course of your employment. Any requests for further information or explanation about this Privacy Notice can be made to the Data Protection Officer.

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What information we collect

Most of the personal information we hold is provided to the University by individuals themselves as a result of the application process.

The kinds of information HR holds about staff are as below:

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| Acceptance of appointment | Grade advancement reports |
| Accident reports | Grading review submission papers |
| Advert | Interview decision record form |
| Annual review reports | Job description |
| changes to contract, letters confirming re-grading, leaving letters, etc | Letter of appointment/Terms and Conditions of Employment |
| Application form and/or CV | Medical authorisation |
| Authorisation to appoint | Medical certificates and return to work discussion records |

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| Bank/mortgage references | Other relevant communication documents to/from/about the data subject |
| Copies of proof of eligibility to work in UK | Probation reports |
| Copies of qualifications | References received |
| Disciplinary/grievance/capability/harassment records | Reports from Occupational Health and relevant correspondence relating to management of sickness/disability issues |
| Family Leave records e.g. maternity | Staff Registration Details (including photograph) |

The University, as a Data Controller registered with the Information Commissioner's Office, is subject to the EU General Data Protection Regulations (GDPR). Only the minimum information necessary for the purposes set out in this Notice will be collected about an individual. This information will be kept secure by the University, and (save for exceptional circumstances, and in strict accordance with relevant legislation) will not be used for any purpose other than that for which it was collected.

How we use your information

The University uses your information to provide services and administrate records further to your contract of employment.

Staff personal data is used primarily for the following business related activities. This list is not exhaustive:

- To manage human resources processes and related financial processes (including, but not limited to recruitment and selection, payment of salaries and pensions);
- Vetting and/or Disclosure and Barring Service (DBS, previously CRB) checks (for certain posts);
- Performance management, potentially including disciplinary and grievance processes;
- Support and wellbeing services, dispute resolution and occupational health;
- Sickness Welfare and leave;
- Staff surveys (the results of which are anonymised);
- Training and development;
- To monitor equal opportunities and performance against equality objectives (this data is anonymised once collected);
- To prevent and detect crime (such as using CCTV);

- To provide communications (such as emails) about University news and events;
- To administer non-University staff contracted to provide services on behalf of the University;
- To plan and manage the University's workload or business activities; and,

Each staff member's name, department/section, University email address and University telephone number will appear in the University's internal email and telephone directories. This information may also appear on departmental webpages which are accessible externally.

The University may occasionally commission photographs around its sites or at University events – which could include identifiable images of staff – for inclusion in promotional material.

Information Sharing

Every year, we send some of the information we hold about you in an anonymous format to the Higher Education Statistics Agency (HESA). HESA is the official source of data about UK universities and higher education colleges. Your HESA information does not contain your name or contact details, but may contain your Open Researcher and Contributor ID ([ORCID.org](https://orcid.org)) number if you have one. If you leave your current employment and move to another higher education provider we may pass your HESA Staff ID number to your new employer to enable research into employment in the higher education sector.

Further information about HESA generally can be found at www.hesa.ac.uk. Further information about what happens to your data when it is sent to HESA, the purposes of collecting this data, and your rights of access to information HESA holds about you can be found at www.hesa.ac.uk/fpn.

Whilst the University would never sell your personal information, there are a number of reasons the University might share your information with an outside company or organisation. For example, information may be shared with a research or survey company that the University contracts to help understand and improve its business and employment practices;

- your nominated contact(s), or a medical professional, in an emergency; and
- companies the University contracts to perform some of its administrative functions;

In addition, the University may be obliged to disclose information as a result of a court order or because we are required to disclose by legislation (e.g. to Her Majesty's Customs and Revenue for the collection of tax). Occasionally, the University may choose to share information with law enforcement bodies when requested to do so and when satisfied.

Retention

The University's Record Retention Policy, which details how long the University keeps the various kinds of information produced during the course of employment, as well as the University's Record Retention Schedule, are available on [SharePoint](#).

Access and Correction

The University is required by law to keep your records accurate and up-to-date. As such, staff can make use of the MyHR Employee Self Service (ESS) function to view and amend your details as necessary.

Subject Access

You can also apply to the University to find out if we hold any of your personal information, and to request a copy of that information, by making a Subject Access Request. Such requests must be made in writing to the Information Compliance Department by using the Contact Us heading below.

In order to process your application you will need to provide ID. You may wish to note that there are circumstances under which information may be withheld by the university (such as information relating to other individuals, or where disclosure would adversely affect crime prevention).

Your Rights under GDPR:

Rights to information about how your personal data is processed (Article 13)

- The right to be informed encompasses the University of Hull's obligation to provide 'fair processing information', typically through a privacy notice.
- It emphasises the need for transparency over how you use personal data
- Rights to access your personal data

Your Right of Access to Personal Information

Under Article 15 of the GDPR individuals have a right of access to their own personal data held by the University. A request for all such information is called a Subject Access Request.

Under the GDPR the individual is entitled to:

- A description of the data
- The Recipients of the data
- Information about any automated decisions that have been made

- A copy of the data on request
- All the above within one month

Rights to rectification and erasure (Articles 16, 17, and 19)

- Data subjects have the right to correct inaccurate personal data held by the University about them. Taking into account the purposes of the processing, the data subject has the right to have incomplete personal data completed. Once data the University has collected is no longer necessary for the purpose for which it was collected and processed, individuals sometimes have the right to have their data erased. If you believe the University of Hull is processing inaccurate data about you, please contact the University at dataprotection@hull.ac.uk

Rights to restriction of processing (Article 18)

- Individuals sometimes have the right to restrict the processing of their personal data or object to the processing of that data. If you wish to withdraw consent for the processing of your personal data or otherwise restrict or object to the processing of your personal data please contact the Information Compliance Team. The processing of your data will be restricted while the complaint is resolved. Third parties who may be processing your data will be notified.

Rights to data portability (Article 20)

- Data subjects have the right to receive the personal data concerning them in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without hindrance from the University. If you wish to discuss the portability of your personal data please contact the Information Compliance Team.

Rights to object to processing (Articles 21-22)

Individuals have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

You also have the right to object to processing causing you damage or distress. You are also entitled to claim compensation from the University (through the Courts) for processing causing you damage and distress.

Any such requests should be made to the Information Compliance Officer in the first instance.

Complaints

Complaints about the way your information is handled can be made to the Information Compliance Officer.

You also have right of complaint to the Information Commissioner's Office (ICO). The ICO is the statutory regulating body with regard to personal data and data protection:

<https://ico.org.uk/>

Contact

For information about this privacy policy, how the University handles personal information, or to make a subject access request, you can email us at:

Email: dataprotection@hull.ac.uk

Telephone: 01482 466594

Or write to:

Data Protection Officer
Venn Building
University of Hull
Hull
HU6 7RX