

Your Personal Information: Information for Staff

1. Introduction

Glasgow Caledonian University (“The University”) needs to process and retain certain personal data relating to you as a potential, current or former employee, worker, volunteer, trainer, external secondee, visiting/honorary member of staff, consultant, agent or contractor. This notice explains what we do with your personal data and why.

The University is a Data Controller – the organisation that determines the purpose and means of processing your personal data and is responsible for protecting your personal data. All of your personal data will be treated in accordance with data protection law including the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) (“data protection law”).

We hold your personal data securely and restrict access to people who need to use it in the course of their duties. We will employ technical and organisational measures necessary to protect your personal data. You can find out more information about our Information Security policies on our website. <https://www.gcu.ac.uk/staff/it/itregulationspolicies/>

2. Purpose of this Privacy Notice

This Privacy Notice sets out the University’s responsibilities and obligations as a Data Controller. In addition it:

- Sets out the types of personal data processed;
- Provides an overview of the purposes for which your personal data will be processed;
- Explains the legal basis relied on when processing your personal data;
- Explains the sources of the information which we hold;
- Informs you who has access to your personal data and the conditions under which your personal data may be shared with a third party; and
- Explains your privacy rights and the steps you can take to exercise these.

3. What Personal Data do we Collect and Use?

We collect and hold personal data in all formats for the purposes set out in this notice.

Personal data is defined under Data Protection law as any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.

Personal data includes:

- Personal and contact information such as name, address, marital status, diversity details
- Education and training records including qualifications, skills, professional body recognition, personal statements and supporting references
- Employment details and terms including salary and benefits
- Evidence of your right to work in the UK

- Financial information including bank details
- Occupational health, wellbeing and health and safety records
- Register of interests of senior managers and Executive Board members and related parties (including immediate family members)
- Disciplinary and attendance records
- Use of systems and information
- Goods and services provided
- Images captured via CCTV footage
- Visual images and photographs, audio and audio-visual recordings.

The University will also process special categories of personal data which are given an extra level of security and confidentiality. This includes information about racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic or biometric data, data concerning physical or mental health or data concerning sex life or sexual orientation.

The University will process information that you disclose about your health and wellbeing. There may also be occasions which require us to process your health information for public health purposes, to protect the wellbeing of the University community and the wider public. In these circumstances, we may process information relating to your health diagnosis and symptoms and we may share this data within the University and relevant authorities where it is necessary for us to do so.

It may be necessary for us to process personal data relating to criminal convictions or offences where there is a legal basis to do so. Criminal convictions data will only be processed in specific circumstances, access to it will be controlled and it will be deleted when it is no longer required.

4. Where do we obtain personal data from?

We obtain personal data from a variety of sources including:

- From you during the application/recruitment process
- References from individuals/organisations which you provided during the application process
- From external organisations, for example, where you are seconded to the University
- Collected throughout your time as an employee
- From agencies from which we are obliged to seek information.

5. Why do we collect and process your Personal Data?

5.1 For Administrative, Management and Financial Purposes

We may collect and use your personal data to:

- Manage the process for recruiting and retaining staff
- Support the management and administration of staff including staff surveys
- Administer pay, pension and benefits
- Monitor and manage performance and attendance
- Reward and recognise staff achievements, for example, promotions/re-grading, professional recognition, teaching awards
- To provide information required by professional, statutory and regulatory bodies
- Manage leave
- Manage complaints, capability and disciplinary matters
- Facilitate accounting and financial processes, for example, the payment of salaries and pensions, performance management and workforce planning
- Provide training and development opportunities and record achievements
- Provide facilities including IT services, library services, verification processes and events
- Manage travel including travel abroad
- To monitor how you use and access to IT systems and equipment
- Some telephone calls may be recorded for the purposes of training and administration, for example, telephone calls to the IT Service Desk.
- Manage access to areas of the University buildings and car parking areas.

What is our legal basis?

The University processes personal data for the purpose of performing the terms of the contract of employment you have, or are considering entering into with us. We also process personal data which is necessary for fulfilment of a public task as outlined in our Statutory Instrument; legitimate interests where your interests do not override our legitimate interests; vital interests (for example, in emergency situations); consent or if we have a legal obligation to process personal data (for example, statutory returns to Scottish Funding Council HMRC, Higher Education Statistics Agency (HESA), Advance HE). Where special category data is being processed we rely on a legal condition provided under data protection law. These include: necessary for employment, social security and social protection; vital interests; substantial public interest; assessment of the working capacity of the employee; and, archiving/statistical purposes.

5.2 For Academic and Research Purposes

We may collect and use your personal data to:

- Promote the University's academic expertise profile
- Record and promote academic and research activities
- Record learning and teaching activity
- Manage the academic process, which includes processes/systems used to manage the student lifecycle such as the student management system, examinations, timetabling, attendance monitoring, evaluation of learning and teaching and managing virtual learning

environments

- Monitoring and benchmarking in relation to Higher Education

Certain activities, such as lectures, may be video recorded, audio recorded or captured on film or photograph to provide accessible and inclusive learning and to support online learning, or to implement recommended reasonable adjustments for staff or students with disabilities or additional requirements.

What is our legal basis?

For this activity, the University processes personal data for the purpose of performing the terms of the contract of employment you have or are considering entering into. We also process personal data for academic and research purposes on occasions where it is necessary to fulfil our public task, where we have legitimate interest and this does not override your rights. We may seek your consent, for example, to use your image.

5.3 To meet our Duty of Care to you and our Legal Obligations

We may collect and use your personal data to:

- Meet our legal duty of care to you under health and safety and other laws
- Comply with legal obligations including returns to HMRC and the Higher Education Statistics Agency (HESA). Part of HESA's role is to produce and publish information about higher education in the public interest. This includes some National Statistics publications (www.statisticsauthority.gov.uk/national-statistician/types-of-official-statistics) and online business intelligence and research services. HESA provides a separate Privacy Notice (<https://www.hesa.ac.uk/about/regulation/data-protection/notices>)
- Provide occupational health services including counselling
- Manage absence including leave of any kind, sickness absence monitoring, managing referrals to, and recommendations from our occupational health provider
- Administer past criminal convictions and schemes such as the Protection of Vulnerable Groups (PVG) Scheme
- Meet our obligations under equality law and monitor compliance with the Equality Act 2010
- Manage absence
- Protect health and safety on campus and while travelling on University business
- Communicate with your emergency contacts.

What is our legal basis?

For this activity, the University processes personal data for the purpose of performing the terms of the contract of employment you have or are considering entering into. We also process personal data where it is necessary to fulfil our legal obligations, in the vital interests of an individual, in pursuit of our legitimate interests where those do not override your rights and for fulfilment of a public task. We may also seek your consent for certain processing. Where special category data is being processed we rely on a legal condition within data protection law. These legal conditions include: necessary for employment, social security and social protection; vital interests; substantial public interest; assessment of the working capacity of the employee; establishment, exercise or defence of legal claims; and, archiving/statistical purposes.

5.4 For Public Safety and the Prevention and Detection of Crime

We may collect and use your personal data to:

- Maintain a safe and inclusive campus and facilities including using CCTV, controlled access to buildings and facilities, issuing identity cards
- Monitor use of IT facilities.
- Use Disclosure Scotland or other criminal records or Disclosure services prior to appointment to relevant posts
- Report incidences of suspected criminal activity to the Police.

What is our legal basis?

For this activity, the University processes personal data for the purpose of performing the terms of the contract of employment you have or are considering entering into. We also process information for our fulfilment of a public task and in pursuit of our legitimate interests provided they don't override your rights. Where special category data or criminal convictions data is being processed we rely on a legal condition within data protection law. These include necessary for employment, social security and social protection; vital interests; substantial public interest; assessment of the working capacity of the employee; and, archiving/statistical purposes.

5.5 For Archiving and Research Purposes

We may collect and use your personal information for:

- Statistical and archival purposes
- Retaining promotional material and other records of University community life that may include images and other data about you
- Supporting academic research and internal research under strict confidentiality
- Maintaining contact with former employees.

What is our legal basis?

For this activity the University processes personal data if it is in the public interest, for scientific, historical or statistical purposes and in pursuit our legitimate interests where there do not override your rights. Where special category data is being processed we rely on a legal condition within data protection law. These include substantial public interest and archiving/statistical purposes.

6. Who your Information may be Shared with and Why?

Who can access your personal data within the University?

Access to personal data is carefully controlled and is limited staff who perform roles which require them to process personal data including staff within People Services, managers, payroll and staff within professional support roles such as People Services, Information Services and Campus Security.

The University has the right to access your email or voicemail and other personal data that you have created, received or hold in certain circumstances such as you being away from work. Further information is set out at: <https://www.gcu.ac.uk/staff/it/itregulationspolicies/> Formal panels may be convened as part of the process for managing staff under People Services policies. During this process personal data will be disclosed to panel members, if deemed essential for the case management.

Staff within Academic Development may access personal data for the purpose of managing, reporting and celebrating staff achievements in relation to and supporting teaching awards, teaching qualifications and academic professional recognition, for example, HEA fellowship awarded by Advance HE.

Who can access your information outside the University?

We may share your personal data with third parties in order to obtain pre-employment references from employers and to obtain employment background checks. Certain roles require staff to apply to Disclosure Scotland for membership of the Protection of Vulnerable Groups (PVG) scheme.

We will disclose limited personal data for appointment, employment and engagement services to: verify your employment history and relevant qualifications, verify your tax status for supplier purposes, enable you to participate in surveys, and provide references to other employers where requested.

We may appoint people and organisations to work for us and contract with them to act as Data Processors on our behalf under a duty of confidentiality. Organisations contracted to work on our behalf, include: payroll service providers; occupational health service providers; pension providers; agents and advisers; training providers; insurers; auditors; researchers; systems and service providers (including HR Systems supplier, payroll systems supplier, email service providers, hosting communications services, IT systems, safety and incident management systems); and organisations in the course of funding, accrediting or reviewing the quality of activities.

Where we provide services to, or are in the process of providing services to, a third party or work with a partner we may share relevant personal data.

In response to formal requests, where it is in our legitimate interests to do so and where required to provide data by law or regulations, personal data may be disclosed to other external third parties including:

- Relevant UK government departments, for example, Her Majesty Revenue & Customs (HMRC), Home Office UK Visa and Immigration Agency
- Higher Education Statistics Agency (HESA)
- Scottish Funding Council (SFC)
- Scottish Public Sector Ombudsman (SPSO)

- Law enforcement agencies and relevant authorities dealing with emergency situations
- Professional, Statutory and Regulatory bodies
- Research bodies or bodies managing financial administration of research funds
- Partner organisations involved in joint/collaborative course provision or where staff take part in exchange programmes or secondments.
- Potential employers
- Equality Challenge Unit (Athena Swan Charter)
- Collective organisations where the University has membership, for example UCEA, and other agencies for collaboration for employer benchmarking purposes
- Personal data may be shared with the University and Colleges Employers Association (UCEA) for benchmarking purposes.
- Advance HE (formerly known as Higher Education Academy)
- Third parties you have chosen to use/receive services from and provide services to
- Other third parties where we have a legal/contractual obligation to share data.

6.1 Publishing Personal Data

Your name, department/section, job title, email address, location and telephone number will normally appear in the staff directory. You should ensure that this personal data is kept up to date.

In exceptional circumstances, and in consultation with the line manager, a member of staff may have their personal data removed in full or in part.

Personal data may be published on the external website for academic/business purposes about Academic Staff and Professional Support Staff including academic qualifications and professional recognition, brief biography, professional/research interests, activities and outputs.

6.2 External Study, Employment and Placement

Where your work requires study, employment or a placement at another organisation, the University may transfer personal data to this party, within the UK or abroad. Staff should refer to Privacy Notice of these organisations for information on the processing of their personal information.

Staff should be aware that some countries outwith the UK may have lower standards than the UK for the protection of personal data. If this is the case, the University will ensure that appropriate safeguards are in place.

Staff entering into contracts with external organisations are obliged to ensure that the appropriate safeguards and contracts/agreements are in place to ensure adequate measures are in place to protect personal data. Advice should be obtained from Governance & Legal Services prior to entering into contracts.

6.3 International Data Transfers

As a global organisation, we may need to process your information outside of the UK. We may do this if you are working temporarily overseas, when this is necessary for your work as part of your contract of employment, to meet a legal obligation, to fulfil a contract with you, or we have your consent.

When we transfer data internationally we will make sure that appropriate safeguards are in place to protect information and rights to privacy. Examples of this include:

- Participation in, and management of, collaborations including with overseas educational institutions and organisations including staff and student exchanges and academic partnerships
- Working with overseas student recruitment agencies and partner institutions
- Information published on our website
- Systems and services hosted out with our campus or provided by third parties
- In emergency situations for international staff where it is necessary to ensure your vital interests, for example, emergency contacts in medical emergencies.

7. Keeping your Personal Data up-to-date

The University strives to ensure that your personal data remains accurate. To assist with this, you should ensure that your personal record is kept up-to-date using the online HR system. If you become aware of any inaccuracies in the personal data held about you, please inform the University so it can be amended.

8. How long will we keep your Personal Data ?

We keep personal data about you for only as long as needed during your employment/engagement with the University and to meet our legal obligations. We keep a limited permanent record of you being a member of staff for archival purposes.

9 Automated decision making and profiling

We do not take any decisions about you that would affect your application for employment based solely on automated processing or profiling.

10. Your Rights

Data protection law provides a number of rights including the right to:

- Find out what personal data we process about you and obtain a copy of your personal data, free of charge within one month of your request. We may make a charge for additional copies of the same personal data.
- Ask us to correct inaccurate or incomplete personal data.

Under certain conditions you also have the right to ask us to:

- Restrict the use of your personal data, e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns.
- Erase your personal data or tell us to stop using it to make decisions about you.
- Comply with your wishes where you have previously agreed to us processing your personal for a particular purpose and have withdrawn your consent to further processing.
- Provide you with a portable electronic copy of the personal data you have given us.

Please note that the ability to exercise these rights is not absolute and will depend on the legal basis on which the processing is being carried out.

If you think we are acting unfairly or unlawfully you can object to the way we are using your personal data.

If you are unhappy with our response you can raise your concern with the Information Commissioner's Office: <https://ico.org.uk/concerns/>

11. Data Protection Officer (DPO) and Further Information

Any enquiries relating to data protection should be made to the Data Protection Officer (DPO). The Data Protection Officer (DPO), can be contacted by email: dataprotection@gcu.ac.uk

Further information is available:

Data Protection webpages: <https://www.gcu.ac.uk/dataprotection/>

The Information Commissioner's Office website: <https://ico.org.uk/>