

Your Personal Information: Information for Staff

1. Introduction

The University needs to process and retain certain information relating to you as you are an employee, worker, volunteer, trainer, external secondee, visiting/honorary member of staff, consultant, agent or contractor. All of your personal information will be treated in accordance with data protection law including the Data Protection Act 2018 and the General Data Protection Regulation from 25 May 2018.

Glasgow Caledonian University (GCU) is a Data Controller in terms of Data Protection Legislation.

2. Purpose of this Privacy Notice

This Privacy Notice sets out the University's responsibilities and obligations as a Data Controller – The organisation responsible for protecting your personal data. In addition it:

- Explains the legal basis used when using your personal data;
- Provides an overview of the purposes for which your personal data will be used;
- Explains the sources of the information which we hold;
- Sets out the types of information which are used;
- Informs you who has access to your personal data and the limited conditions under which your personal data may be shared with a third party;
- Explains your privacy rights and the steps you can take to exercise these; and
- Explains how the University will protect your personal data, keeping this safe and secure.

3. What Personal Information we Collect and Use?

We collect and hold personal information in all formats for the purposes set out in this document. This includes:

- Personal and family details.
- Education records including qualifications, skills and personal statements.
- Employment and training details.
- References.
- Financial information.
- Disciplinary and attendance records.
- Use of systems and information.
- Visual images.

Where necessary for specific purposes, or with your consent, we may process sensitive information, also known as special categories of data, which includes:

- Political opinions.
- Religious or philosophical beliefs.
- Trade union membership.
- Race/ethnic origin.
- Processing of genetic data or biometric data for the purpose of uniquely identifying a natural person.
- Data concerning health or data concerning a natural person's sex life or sexual orientation.

Information relating to criminal convictions and offences are not included but will be offered the same level of protection.

4. Why we Collect and use your Personal Information?

4.1 For Administrative and Financial Management Purposes

We may collect and use your personal information to:

- Manage the process for recruiting and retaining staff.
- Support the management and administration of staff.
- Manage leave.
- Manage complaints and disciplinary cases.
- 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.
- Travel including travel abroad.

What is our legal basis?

For this activity the University is relying on the contract that you have or are considering entering into with the University. We also process information which is necessary for a public interest or in the exercise of the official authority vested in the University.

4.2 For Academic Purposes

We may collect and use your personal information to:

- Promote the University's academic expertise profile. Research activities will be recorded in the research tool Pure.
- Manage the academic process e.g. student record system and GCU Learn.

What is our legal basis?

For this activity the University is relying on the contract that you have or are considering entering into. We also process information which is necessary for a public interest or in the exercise of the official authority vested in the University.

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

We may collect and use your personal information to:

- Comply with legal obligations including returns to HMRC and the Higher Education Statistics Agency (HESA). HESA provides a separate Privacy Notice (<https://www.hesa.ac.uk/about/regulation/data-protection/notices>)
- Manage absence including sickness absence monitoring, managing referrals to, and recommendations from, the University's Occupational Health Provider.
- Administer past criminal convictions and schemes such as the Protection of Vulnerable Groups (PVG) Scheme.
- Monitor compliance with the Equality Act 2010.
- Manage absence and protect health and safety including emergency contact purposes.
- Communicate with your emergency contact.

What is our legal basis?

This use of your information may be necessary to comply with a legal obligation or to protect vital interests in an emergency. We may also need to use your information to exercise or defend legal claims or comply with court judgements. In addition, this may be necessary to provide medical or health services and protect the public.

4.4 For Public Safety and the Prevention and Detection of Crime

We may collect and use your personal information to:

- Maintain a safe and inclusive campus including using CCTV, controlled access to buildings and facilities, issue identity cards.
- Monitoring use of IT facilities.

What is our legal basis?

This may be necessary for the prevention, investigation, detection or prosecution of criminal offences. We also process information which is necessary for a public interest or in the exercise of the official authority vested in the University.

4.5 For Archiving and Research

We may collect and use your personal information for:

- Statistical and archive purposes.
- Internal research including monitoring quality and performance.
- Maintaining contact with former employees.

What is our legal basis?

We may have your consent to use your information or use may be required for archiving purposes in the public interests.

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

Who can access your personal data within GCU?

Access to personal information is carefully controlled and is limited to appropriate staff who legitimately need the information to carry out their duties including staff within People Services, line managers, payroll and staff within professional support roles such as Information Services and Campus Security. Staff within Academic Quality and Development may access information for the purpose of managing and supporting academic quality and teaching qualifications, for example, fellowship (UKPSF) of the Higher Education Academy. Information may be shared with the University and Colleges Employers Association for benchmarking purposes.

Who can access your information outside GCU?

Personal data will only be provided to external parties when permitted by Data Protection legislation or other legislation. GCU may be required to disclose personal data to organisations contracted to work on its behalf, including: pension providers; insurers; auditors; researchers; service providers; and other organisations in the course of funding, accrediting or reviewing the quality of activities.

In response to formal requests, and where required to provide data by legislation or regulations, personal data may be disclosed to other external third parties including:

- Reporting to the Home Office UK Visa and Immigration Agency.
- Scottish Funding Council.
- Scottish Public Sector Ombudsman.
- HMRC.
- Professional, Statutory and Regulatory bodies.
- Equality Challenge Unit (Athena Swan accreditation).
- Higher Education Academy.

5.1 Publishing Personal Data

Your name, department/section, job title, email address, room and telephone number will normally appear in the University's staff directory.

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

Information 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.

Certain activities, such as lectures, may be recorded or audio recorded to support online learning, or to implement recommended reasonable adjustments for staff or students with disabilities or additional requirements.

5.2 External Study, Employment and Placement

Where your work requires study, employment or a placement at another organisation, the University may need to transfer personal data to this party, within the UK or abroad.

5.3 Sources of the Information

Information which we hold about you has been provided by you either when enquiring, applying to or starting work at the University. This could have been provided directly or provided to the University with our agreement from a third party, for example, through the website used to recruit staff.

We also build up personal information about you during your employment.

5.4 International Data Transfers

As a global organisation, we may need to process your information outside of Europe. Examples of this include:

- Participation in and management of collaborations with overseas educational institutions including staff and student exchanges and academic partnerships.
- Working with overseas student recruitment agencies and partner institutions.
- Information published on the University's website.
- Systems and services hosted out with the University campus.

When doing this we will:

- Make sure that appropriate safeguards are in place to protect your information and your rights to privacy.

6. Keeping your Information 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 University's 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.

7. How long we will keep your Personal Information?

We keep information about you for only as long as needed and to meet our legal obligation. We keep a limited permanent record of you being a member of staff for archival purposes. The University's Records Retention Schedule can be found on our website at: <http://www.gcu.ac.uk/recordsmgmt/documents/>

8. Your Rights

You have the right to:

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

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

- Restrict the use of your 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 information 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 data for a particular purpose and have withdrawn your consent to further processing.
- Provide you with a portable electronic copy of data you've given us.

If you think we are acting unfairly or unlawfully you can object to the way we are using your data. If you are unhappy with the University's response you can complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>

9. Data Protection Officer (DPO) and Further Information

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