

## Employee Privacy Notice

Last Revised: 1<sup>st</sup> October 2018

### 1. Introduction

Glasgow Caledonian University (GCU) Students' Association is a charitable organisation whose registered address is 70 Cowcaddens Road, Glasgow, G4 0BA. We are a registered Scottish charity, number SC022887 and we are registered with the Information Commissioner's Office, with Registration Number Z5904134.

The Students' Association needs to process and retain certain information relating to you as an applicant applying for a job, as an employee, worker, trainer, external secondee, consultant, agent or contractor. All of your personal information will be treated in accordance with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the data protection principles, as set out in our Data Protection Policy.

GCU Students' Association is a Data Controller in terms of Data Protection Legislation. Where we are a Data Processor we will process information received from third parties about you.

This Privacy Notice does not form part of an employee's contract of employment and the Association may amend, update or supplement it from time to time.

### 2. Purpose of this Privacy Notice

This Privacy Notice sets out our responsibilities and obligations as a Data Controller.

- 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 we will protect your personal data, keeping this safe and secure.

### 3. What Personal Information do we Collect and Use?

Employees consider or enter into an employment contract with GCU Students' Association, subject to satisfactory references, a verification of qualifications and where appropriate for the role a Basic Disclosure. The legal basis for processing information is relying on the employment contract, our legal obligations as an employer, and legitimate interests through providing good employment practice. We may collect and use your personal information for statistical and archive purposes in the public interest.

We collect and hold personal information in all formats. The table below summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared. Where necessary for specific purposes, or with your consent, we may process sensitive information, also known as special categories of data.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name, contact details (i.e. address, home and mobile phone numbers, personal email address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers)</b>	From you	<p>Legitimate interest: to carry out a fair recruitment process.</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages.</p> <p>To enter into/perform the employment contract</p>	<p>To enable the progression of your application, arrange interviews and inform you of the outcome.</p> <p>To enter into/perform the employment contract</p>
<b>Details of your qualifications and training, experience, employment history, referees and entitlement to work in the UK.</b>	<p>From you, in the completed application form and interview notes (if relevant)</p> <p>Sight and a copy of the qualifications from you, when requested.</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p> <p>Legitimate interest: to verify the qualifications information provided by you.</p>	To make an informed recruitment decision
<b>Your racial or ethnic origin, gender and sexual orientation, age, religious or similar beliefs</b>	From you, in a completed equal opportunity monitoring form (kept separate from the application form).	To comply with our legal obligations. For reasons of equality of opportunity and treatment.	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies.</p> <p>The Equal Opportunities Monitoring Form is kept separate and not provided to the shortlisting panel. This information is used for statistical purposes.</p>
<b>Candidate's suitability for the appointment from references obtained about you from previous employers and/or education providers</b>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit	<p>To obtain the relevant reference about you</p> <p>Information shared with relevant managers</p>
<b>Criminal records information, including the results of Disclosure Scotland (dependent on role)</b>	From you or Disclosure Scotland	To comply with our legal obligations	<p>We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.</p> <p>Information shared with Disclosure Scotland</p>
<b>Details of salary and benefits,</b>	From you	To perform the employment	To ensure you receive the

<b>bank/building society, National Insurance and tax information, details of expenses, your age, Student Loans</b>	From HRMC	contract including payment of salary and benefits and payment of student loans	correct pay, expenses and benefits  Information shared with our People's Pension and Hart Insurance for pensions, Canada Life and Hart Insurance for Death in Service Insurance and with HM Revenue & Customs (HMRC)
<b>Details of your beneficiaries (spouse/partner and any dependents)</b>	From you	To perform the employment contract including employment-related benefits, e.g. death in service insurance and pension	To ensure you receive the correct pay and benefits  Information shared by you to People's Pension and Hart Insurance and Canada Life for claims.  Information needed to use HR policies and enact employment legislation, such as within Supporting Families Policy.
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b>	From you and, where necessary, the Home Office or Glasgow Caledonian University	To comply with our legal obligations	To carry out right to work checks  Information may be shared with the Home Office
<b>A copy of your driving licence (where relevant to the role)</b>	From you	Legitimate interests: To comply with the terms of our insurance	To ensure that you have a clean driving licence  Information may be shared with our insurer, Endsleigh Insurance
<b>Details of your pension arrangements, and all information included in these and necessary to implement and administer them</b>	From you, from our pension administrators Hart Insurance, People's Pension and (where necessary) from your own pension fund administrators	To comply with our legal obligations	To administer your pension benefits and/or to comply with our auto-enrolment pension obligations  Information shared with our pension administrators Hart Insurance, People's Pension and with HMRC
<b>Information in your sickness and absence records and Near Miss/Incident Forms (including sensitive personal information regarding your physical and/or mental health)</b>	From you, from your doctors, from medical and occupational health professionals we engage	To perform the employment contract including employment-related benefits  To comply with our legal obligations	To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits  To comply with our legal

			<p>obligations to you as your employer</p> <p>Information shared with your doctors, with medical and occupational health professionals and with HR advisers we engage</p>
<b>Information on grievances raised by or involving you</b>	From you, from other employees and from consultants/HR advisers we may engage in relation to the grievance procedure	To comply with our legal obligations	<p>For employee administration, to follow our policies and to deal with grievance matters</p> <p>Information shared with relevant managers, HR consultants/HR advisers we may engage from time to time</p>
<b>Information on conduct issues involving you</b>	From you, from other employees and from consultants/HR advisers we may engage in relation to the conduct procedure	To comply with our legal obligations	<p>For employee administration and assessments, to follow our policies, to monitor employee performance and conduct and to deal with disciplinary and grievance matters</p> <p>Information shared with relevant managers, HR consultants/HR advisers we may engage from time to time</p>
<b>Details of your performance reviews</b>	From you, from other employees and from consultants/HR advisers we may engage in relation to the appraisal/performance review process]	To comply with our legal obligations	<p>For employee administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p> <p>Information shared with relevant managers, HR consultants/HR advisers we may engage from time to time</p>
<b>Details of your performance management/improvement plans (if any)</b>	From you, from other employees and from consultants/HR advisers we may engage in relation to the performance review process	To comply with our legal obligations	<p>For employee administration and assessments, to follow our policies and to monitor employee performance</p> <p>Information shared with relevant managers, HR personnel and with</p>

			consultants/HR advisers we may engage from time to time
<b>Details of your time and attendance records</b>	From you	To perform the employment contract	For payroll and employee administration and assessments, to follow our policies and to monitor employee performance and attendance  Information shared with relevant managers, HR consultants/HR advisers we may engage
<b>Information in applications you make for other positions within our organisation</b>	From you	To enter into/perform the employment contract	To process the application  Information shared with relevant managers, HR consultants/HR advisers we may engage from time to time
<b>Information about your use of our IT, communication and other systems</b>	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records  This information can come from you, our website provider, other providers and Glasgow Caledonian University.	Legitimate interests:  to monitor and manage staff access to our systems and facilities  to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage  to ensure our business policies, such as those concerning security and internet use, are adhered to  for operational reasons, such as maintaining employment records, recording transactions, training and quality control  to ensure that commercially sensitive information is kept confidential  to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with  to prevent unauthorised access and modifications to	To protect and carry out our legitimate interests (see adjacent column)  Information shared with relevant managers, HR consultants/HR advisers we may engage from time to time

		our systems as part of investigations by regulatory bodies, or in connection with legal proceedings or requests	
<b>Details of your use of business-related social media, such as LinkedIn</b>	From relevant websites and applications	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel [and with consultants we may engage from time to time</p>
<b>Details in references about you that we give to others</b>	From your HR records, our other employees	To comply with our legal obligations	<p>To provide you with the relevant reference</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the recipient(s) of the reference</p>
<b>Your name, job title, work email address, room number,</b>	Students' Association	Legitimate interests: to provide a good membership	Details normally appear on the Students'

<p><b>photography, video</b></p>		<p>service statistical and archive purposes. Legitimate interests: good employment practice</p>	<p>Association website and the staff directory of Glasgow Caledonian University and the Students' Association. Certain activities may be photographed or recorded (video or audio) for promotional purposes. Details passed onto service providers, such as learning and development providers.</p>
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Information which we hold about you has been provided by you either when enquiring, applying to or starting employment with the Students' Association. This could be through an application form that you send to us or through a third party website we use for recruitment. We also build up personal information about you during your employment. Your data will be stored in your personnel file (paper and electronic), on BreatheHR, on SAGE Payroll and through our online banking. Access to personal information is carefully controlled and is limited to appropriate employees who legitimately need the information to carry out their duties.

Personal data will only be provided to external parties when permitted by Data Protection legislation or other legislation. The Students' Association may be required to disclose personal data to organisations contracted to work on its behalf, including: Glasgow Caledonian University, pension providers; insurers; auditors, regulators, funders and service providers. Your information may also be shared with regulators, funders and government bodies, such as the HRMC. Some personal data may also be provided by external parties, such as HRMC and Disclosure Scotland.

#### **4. International Data Transfers**

Territories outside the European Economic Area (EEA) may not have laws which provide the same level of protection for personal information as those inside the EEA. However, if we process your personal information on servers or use third party service providers based in such territories, we will endeavor to ensure that your personal information is afforded the same level of protection as in the EEA.

#### **5. Keeping your Information up-to-date**

The Students' Association 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 BreatheHR, our online HR system. If you become aware of any inaccuracies in the personal data held about you, please inform the Students' Association so it can be amended.

#### **6. 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 and is outlined within our Retention Schedule. We keep a limited permanent record of you being an

employee for archival purposes.

## 7. Your Rights

The [General Data Protection Regulations \(GDPR\)](#) sets out rights for individuals.

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 Associations' response you can complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>.

## 8. Further Information

Any enquiries relating to data protection should be made to the Chief Executive. They can be contacted by email: [dataprotection@GCUstudents.co.uk](mailto:dataprotection@GCUstudents.co.uk).