

## **Privacy notice – HEFCW Employees**

As your employer, HEFCW gathers and holds your personal data during the course of your employment. In doing so, we want to be open and transparent on the information we hold and how we use it.

This is part of HEFCW's adherence to all relevant data protection laws. Any changes to how we manage your personal data will be clearly communicated and this privacy notice will be updated accordingly.

Any queries on the information in this privacy notice can be emailed to HR [hrdepartment@hefcw.ac.uk](mailto:hrdepartment@hefcw.ac.uk) or by phone 029 2085 9645. Reference are made to the Information Commissioner Office's (ICO's) website where more information is available.

### **What we record**

We record the following information:

- Full name and any previous surname
- National Insurance Number
- Date of birth
- Home address and phone number
- Address and contact details for your designated emergency contact and next of kin
- Email address
- Photo
- Driving licence (if you use HEFCW's car hire contract)
- Pay information
- Bank details
- Pension scheme information
- Job details
- Educational and professional qualifications
- Employment history
- Criminal records
- Equality monitoring information (gender, age, religion, marital status, ethnicity, disability, sexual orientation)
- Details of your dependants (if you've provided it)
- Sickness absence dates and reasons
- Annual leave dates
- Special leave dates and reasons
- Flexible working records
- Performance management information
- Health and wellbeing information

### **Why we record it**

All of the above information is gathered and retained in order to ensure we are compliant with our legal obligations and contractual requirements as an employer. We don't ask for any information we don't need, and we'll tell you if providing some personal data is optional, including if we ask for your consent to process it.

Our legal obligations fall within the Employment Rights Act 1996, Pension Act 2008, National Minimum Wage Act 1998, Working Time Regulations 1998, Equality Act 2010, Employment Relations Act 1999, Transfer of Undertakings (Protection of Employment)

Regulations 2006, Health and safety at Work Act 1974, Health and Safety at Work Regulations 1999 and Income Tax Act 2007.

Our contractual requirements link to these legal obligations, but also through the contract of employment you will have signed when you joined HEFCW.

In order to deliver our obligations in both areas we are required to process your personal information to achieve this.

## **What we do with your information**

We keep your information securely on a HR and Payroll Database, in secured electronic folders, in paper files in locked cupboards and on MySite. Your phone number and emergency contacts will be held on our business continuity system.

Your information will only be accessible by employees who require access to fulfil their job responsibilities.

Some of this information will be shared with third parties.

We are legally obliged to share your information with HMRC for tax, NI and where applicable student loan purposes. Those of you that are in a pension scheme will have your information shared with MyCSP as the pension administrator (or another pension scheme administrator if you are in the Partnership scheme).

None of this information is shared with any third parties outside of the EEA (European Economic Area).

We adopt security measures such as encryption and secure transfer protocols if we are required to transfer your data.

We use your information to:

- process payroll (salary, travel and subsistence payments, sick pay, pension contributions, National Insurance contributions, income tax payments, student loan payments)
- manage sickness absences
- produce equality monitoring report to fulfil our equality duty
- generate management information reports on sickness and turnover
- manage performance
- manage different types of leave
- manage accessibility and reasonable adjustments

HEFCW do not use any software that makes automated decisions on employees from the data we hold.

## **Maintaining accuracy**

We make sure your information is accurate by conducting an audit of the information we hold every year. On an annual basis the HR Audit will ask you to check that the information we hold on you is correct and for you to confirm this, or make any changes if required.

You also have the ability to update this information via the HR Kiosk on our secure MySite at any other time during the year.

## **Retention periods**

We will hold your information for as long as you are employed with us and if you leave, we will still retain information for pension purposes for 85 years after your date of birth or five years after the last action on the file, whichever is later, unless there is an obligation to retain the information for longer to comply with legal requirements (e.g. WEFO).

Information on our retention periods can also be found in HEFCW's [Classification and Disposal Schedule](#).

## **Your rights**

You are the data subject and under data protection law you have the following rights:

1. The right to be informed

This privacy notice informs you of the collection and use of your personal data.

2. The right of access

You have the right to request access to your personal data and for this to be provided within one month of receipt of the request. Please email such request to [hrdepartment@hefcw.ac.uk](mailto:hrdepartment@hefcw.ac.uk)

3. The right to rectification

You have the right to have your personal data corrected if it is inaccurate or completed if it is incomplete. However, through the annual HR audit as referenced above, and at any other time during the year, you can correct your information.

4. The right to erasure

In certain circumstances, individuals have the right to be forgotten or deleted. Due to the legal obligations on HEFCW as part of the Pensions Act, Employment Rights Act and Income Tax Act it is unlikely that an employee can be deleted from our records entirely.

Details on the circumstances for erasure can be found on the [ICO's website](#).

5. The right to restrict processing

In certain circumstances, individuals have the right to restrict the processing of their personal information. Due to the legal obligations on HEFCW as part of the Pensions Act, Employment Rights Act and Income Tax Act it is unlikely that your information can not be processed.

Details on the circumstances to restrict processing can be found on the [ICO's website](#).

6. The right to data portability

You have the right to re-use your personal data for your own purpose across different services. This may not be wholly applicable in an employment relationship context, but where we can easily and safely transfer your information electronically we will do so.

More details on these rights can be found on the [ICO's website](#).

#### 7. The right to object

You have the right to object to the processing of your information in certain situations. If you have grounds relating to your particular situation, you can object to HEFCW processing your details. We will make every effort to consider your request, however if HEFCW can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or if processing is for the establishment, exercise or defence of legal claims, we may not be able to uphold your request.

Details on your rights to object and how these requests should be dealt with can be found on the [ICO's website](#).

#### 8. Rights in relation to automated decision making and profiling

HEFCW does not carry out any processing through automated decision making or profiling.

Full details on the provisions can be found on the [ICO's website](#).

### **Reporting Breaches**

Everyone has the responsibility to report a data breach. This must be done within 72 hours of its identification. You must report the breach to the Head of Information Systems and Facilities, Alison Haggett, [Alison.haggett@hefcw.ac.uk](mailto:Alison.haggett@hefcw.ac.uk).

If this is not possible, or applicable in your circumstance, you can inform the ICO directly via the instructions on their [website](#).