Royalty Payment Privacy Notice

# Introduction

The University of Southampton is a "data controller". This means that we are responsible for deciding how we hold and use personal data about you. We are required under data protection legislation to notify you of the information contained in this Royalty Payment Privacy Notice.

This Notice sets out how we comply with our data protection obligations and seek to protect personal information relating to people we pay royalties to. Its purpose is to make you aware of how and why we are using your personal data and what your rights are under data protection legislation. It is important that you read and retain this document.

This Notice does not form part of any terms of engagement or other contract to provide services, nor is any part of it intended to have contractual effect. We may amend this Notice at any time but if we do so a current version can be obtained [here](https://www.southampton.ac.uk/hr/services/data-protection/data-protection.page); however, it remains your responsibility to be familiar with and comply with the terms of the Royalty Payment Privacy Notice which are in force at any time.

Please be aware that we may provide you with other privacy notices on specific occasions when we are collecting or processing personal data about you (such as a website privacy notice). This Royalty Payment Privacy Notice is not intended to exclude or supersede provisions in any such other privacy notices that may apply to you.

We collect and process personal data relating to you to help us manage the payment of Royalties. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

We recognise the need to treat the personal data we hold about you (“your Data”) in an appropriate manner and process it in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 as it forms part of domestic law in the United Kingdom by virtue of section 3 of the European Union (Withdrawal) Act 2018 and [DPPEC (Data Protection, Privacy and Electronic Communications (Amendment Etc.) (EU Exit)) Regulations 2019](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F2019%2F419%2Fcontents%2Fmade&data=04%7C01%7CC.J.Trotter%40soton.ac.uk%7C24ba064afdf04e74e73208d8d8a218de%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C637497537992438487%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=3aVLzIdeRyYdOJO8LwIBVtC5K6aTkP07piqSyUUG8Uo%3D&reserved=0) (including as further amended or modified by the laws of the United Kingdom or of a part of the United Kingdom from time to time) (UK GDPR), the UK Data Protection Act (DPA) 2018, and the University Data Protection Policy (a current version of which can be obtained [here](http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Information%20Governance%20Policies/Data%20Protection%20Policy.pdf)).

Data refers to the information that we hold about you from which either on its own or in combination with other information you can be identified and may include names, contact details, photographs, identification numbers, online identifiers, biometric information and expressions of opinion about you, or person-specific indications as to our intentions about you. A non-exhaustive list of the types of Data we collect about you is set out below.

"Processing" means doing anything with your Data, such as collecting, recording, or storing the Data, as well as disclosing, destroying, or using the Data in any way.

# Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
* Relevant to the purposes we have told you about and limited only to those purposes
* Accurate and kept up to date
* Kept only as long as necessary for the purposes we have told you about
* Kept securely.

# Why does the University process personal data?

We need to process your Data to fulfil our obligations to you relating to the payment of Royalties. For example, we need to process your Data to set you up on our payroll and finance systems to make payments to you, with appropriate deductions for tax and National Insurance and to report to Her Majesty’s Revenue and Customs (HMRC).

We may also need to process your Data to comply with our legal obligations and, if it is necessary, to process it for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

Where we rely on our or another’s legitimate interests as a reason for processing your Data, we have considered whether or not those interests are overridden by your rights and freedoms and have concluded that they are not.

# Processing for limited purposes

We will only process your data for the specific purpose or purposes that we tell you about, or if specifically permitted under any privacy legislation without notice, and we will only process your data to the extent necessary for that specific purpose or purposes.

# What information does the University collect?

We collect and process a range of information about you in order to make royalty payments to you. This includes the following types of Data:

* Biographical information about you, including your name, address, contact details, (such as an email address and telephone number), date of birth, and gender
* Details of your bank account where you have chosen remittance to be made
* Your national insurance number.

# What if you decide not to provide us directly with your personal data for processing in the employment relationship?

Certain data, such as contact and bank payment details, have to be provided to enable us to make payment to you. If you do not provide such data, we will not be able to process the payment of Royalties to you.

# How will your personal data be collected?

We may collect your Data in a variety of ways, for example, data may have been collected directly from you; obtained from your passport or other identity documents such as your driving licence; from forms completed by you or from other correspondence with you.

# Where will your personal data be stored?

Your Data will be stored in a range of different places, including in the University’s HR management and Payroll systems (including ResourceLink and SharePoint), and in other IT systems (including the University's email system).

# Holding and retaining your data

We collect, create, and store your Data both electronically and on paper throughout your relationship with us for payment of Royalties. We will only hold your Data as long as is necessary for the purpose or purposes that we have collected it.

Unless there is a legitimate lawful basis for retention, we will remove your data seven years after the final Royalty payment is made.

You can obtain full details of our retention schedule [here](https://www.southampton.ac.uk/hr/services/data-protection/data-protection.page).

# Who has access to your personal data?

Information about you will be shared internally, to the University:

* Faculty management to allow the set up and payment of Royalties
* Finance to allow financial management of your Royalty payments
* iSolutions to enable IT access if applicable
* Other internal teams as may occasionally require access to your Data for performance of their roles related to the proper functioning of the University.

We also share your data with third parties external to the University. This includes, for example, the following types of data:

* HMRC as a statutory requirement to comply with legislation on pay and benefits (e.g. PAYE and NIC payments etc.)
* Other external parties that may occasionally require access to your data for the fulfilment of our or another’s legitimate interests, and for performance of their roles (e.g. external auditors).

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, students, and the public, or to protect us against any legal liability.

# How do we protect your personal data?

We have put in place appropriate security measures to prevent your Data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your Data to those employees, agents, contractors, and relevant other third parties who have a business need-to-know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Our staff have a legal duty to keep your Data confidential. There are strict codes of conduct in place to keep your Data safe. Staff must abide by the data protection legislation, and the University Data Protection Policy.

We endeavour to ensure that suitable organisational and technical measures are in place to prevent the unlawful or unauthorised processing of your Data, and to ensure against the accidental loss of or damage to your Data. This includes:

* Storing Data on an appropriately secure system
* Training all our staff on their data protection responsibilities
* Working with reputable companies for data processing services, in particular those that are data protection compliant and willing to enter into appropriate data sharing agreements with us
* Ensuring that appropriate protection and agreements are in place when we work with trusted organisations based outside the European Economic Area (EEA).

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

# Automated decision making and profiling

We do not use the Data that we obtain about you to conduct automated decision making, or to build a profile of you.

# Your rights

You have a number of rights. You can:

* Access and obtain a copy of your Data on request
* Require us to change incorrect or incomplete Data
* Require us to delete or stop processing your Data, for example where the data is no longer necessary for the purposes of processing
* Object to the processing of your Data where we are relying on our legitimate interests as the legal ground for processing and
* Ask us to stop processing your Data for a period of time if you are concerned that any data we hold about you is inaccurate, or if there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at: intellectualproperty@soton.ac.uk

If you believe that the University has not complied with your data protection rights, you can complain to the UK Information Commissioner.

# Right to withdraw consent

Consent may be withdrawn where it is the sole basis for processing. If we are not relying on your consent as the legal basis for processing your Data, you do not have the right to withdraw consent for such processing.

To withdraw your consent, please contact intellectualproperty@soton.ac.uk. Once we receive notification that you have withdrawn your consent, and where we have no other justification for holding such Data, we will no longer process it and, subject to our retention schedule, we will dispose of your Data for which you have withdrawn consent securely.

# How do you access your data?

In certain circumstances, you can request your Data for reuse for your own purposes across different services by emailing us at intellectualproperty@soton.ac.uk.

If you would like to submit a subject access request for Data stored on your employment record held by the HR management systems (including ResourceLink), please make a request in writing via <https://www.southampton.ac.uk/about/governance/subject-access-request-form.page>

or:

The Data Protection Officer, Legal Services, University of Southampton, Highfield, Southampton SO171BJ

# Accurate data

We will keep your Data accurate and up to date. Personal information that is inaccurate or out of date will be destroyed where its retention is no longer needed by us for a legitimate purpose (such as Payroll records).

Please let us know if your details change, or, if you feel that the Data we hold about you is inaccurate, please raise an HR issue <https://sotonproduction.service-now.com/soton/hr.do> or email intellectualproperty@soton.ac.uk.

# Further information

We also have additional policies and guidelines concerning particular activities. If you would like further information, please see our Publication Scheme at: <http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme>.

If you are unhappy with the way that we have handled your Data you can contact us using this [online form](https://sotonproduction.service-now.com/com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=c8b9f388db769b006f3df57eaf96193d), or contact the Information Commissioner’s Office at <https://ico.org.uk/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please do contact us in the first instance.

The University of Southampton is the Data Controller and our registration number with the Information Commissioner’s Office is Z6801020.

# Royalty Payment Privacy Notice

## Please sign and return

Please complete and return this slip to:

Research and Innovation Services

University of Southampton

Building 28, Highfield
Southampton

SO17 1BJ

Or via email to intellectualproperty@soton.ac.uk

I acknowledge that I have received a copy of the University of Southampton’s Royalty Payment Privacy Notice and that I have read and understood it.

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| Signed |  |
| Name |  |
| Employee number |  |
| Date |  |

VERSION CONTROL

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| Version    | 2.1    |
| Last updated:     | 25 May 2021    |
| Consulted:    | HRSLT    |
| Feedback:    | Updated to reflect Brexit and GDPR    |
| Author:    | Christine Trotter – Head of HR Operations    |