Visitor 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 Visitor Privacy Notice.

This Notice sets out how we comply with our data protection obligations and seek to protect personal information relating to our Visiting workforce. 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 terms and conditions of employment or any 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 Visitor 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 Visitor 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 Visitors in order to provide you with appropriate system and buildings access. We are committed to being transparent about how we collect and use your data and to meeting 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, 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 our visitors is set out below.

"Processing" means doing anything with your Data, such as collecting, recording, or storing your Data, as well as disclosing, destroying, or using your 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 take steps, at your request, to enable access to IT systems and buildings access as appropriate to your engagement as a Visitor.

Additionally, if you have indicated that you live and work in the UK on a Temporary Worker - Government Authorised Exchange visa (T5) we need to process your Data to ensure that we are complying with our legal obligations and to check your entitlement to work in the UK and for the University.

# 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.

If you require a Temporary Worker - Government Authorised Exchange visa (T5) to enter the UK we will also need to process your data to ensure that we are complying with our legal obligations and to check your entitlement to work in the UK. If you require a Temporary Worker - Government Authorised Exchange visa (T5) to enter the UK for this visit we legally require your data in order to provide you with the necessary Temporary Worker - Government Authorised Exchange visa (T5) Certificate of Sponsorship.

# What information does the University collect?

We collect and process a range of information about you in order to manage your engagement as a Visitor. This may include the following types of Data:

* Biographical information including your name, address and contact details, including email address, skype contact and telephone number
* Details of your qualifications, skills, experience and employment history
* Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
* Information about your entitlement to work in the UK.

# Information about criminal convictions

The University does not collect criminal history data relating to Visitors.

# How the University uses your Special Category Data

The University does not collect or use Special Category Data relating to Visitors.

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

You are under no obligation to provide your personal Data but if you choose not to provide such information we will be unable to provide you with Visitor access to University’s IT systems or the buildings relevant to your engagement as a Visitor.

However, if you require a Temporary Worker - Government Authorised Exchange visa (T5) to enter the UK for this visit and do not provide your personal data we cannot provide you with the necessary Temporary Worker - Government Authorised Exchange visa (T5) Certificate of Sponsorship and will not be able to engage you.

# Legal basis for processing

We will usually only process your Data where we have your consent. We may also need to process your Data, if it is necessary, 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.

If you require a Temporary Worker - Government Authorised Exchange visa (T5) to work in the UK and for the University, we need to process your Data to comply with our legal obligations.

# How will your personal data be collected?

We may collect your data in a variety of ways. For example, personal information may have been collected directly from you (such as your CV) or from a funding letter.

We may also collect personal data about you from third parties, such as references supplied by current and former employers, UK Visa and Immigration, information from employment background check providers and information from criminal records checks.

We may review publicly available data about you, including your social media presence, if such a review is relevant to the role you are applying for and if it is in our legitimate interests to do so. We recognise your reasonable expectations of privacy in relation to the use of such information that may restrict us from certain uses of it for our own purposes.

# 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, eRecruit and SharePoint), and in other IT systems (including the University's email system).

# Holding and retaining your data

We create and hold your Data both electronically and on paper throughout your relationship with us. 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 destroy your Data six months after cessation of your Visitor assignment.

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:

Line management (and their nominated delegates) to allow management of your Visitor assignment

Finance to allow financial management of your visiting post (e.g. reimbursement of expenses)

iSolutions to enable IT access where applicable to your visiting post

Estates and Facilities to enable appropriate buildings access relevant to your visiting post

Other internal teams as may occasionally require access to your data for the fulfilment of your visiting post and 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 including UK Visa and Immigration where a Temporary Worker - Government Authorised Exchange visa (T5) is required to work.

Your data may be transferred outside the European Economic Area (EEA) should you hold a visiting post that is based in another country. Data is transferred outside the EEA on the basis of your visiting status at one or more of the University’s international establishments and/or our compliance with our legal obligations (both UK and locally to the establishment you are visiting).

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 other third parties who have a business need-to-know. They will only process your personal information 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 GDPR, the DPA, 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

No automated decision making is applied to your engagement as a Visitor.

# 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 email AskHR@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 email AskHR@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. If you wish to change, update or delete your personal data, or require any further assistance with this please email AskHR@soton.ac.uk.

If you would like to submit a subject access request for Data stored on your record please make a request in writing via:

ServiceNow: <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 personal 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, by raising an HR issue <https://sotonproduction.service-now.com/soton/hr.do> or email AskHR@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. See their website at: <https://ico.org.uk/>.

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

# Visitor Privacy Notice

## Please sign and return

In order for HR to process your Visitor status and the associated accesses, we need a copy of your acknowledgement of this Visitor Privacy Notice.

Please complete and return this slip to your Faculty or department contact responsible for requesting your Visitor status.

They will need to attach it to the Visitor Registration or Visitor Extension HR Request.

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

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| Signed |  |
| Name |  |
| Date |  |
| Faculty/Professional Service |  |
| Academic Uni/Department |  |
| Host Name |  |

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   |