Employee 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 Employee Privacy Notice.

This Notice sets out how we comply with our data protection obligations and seek to protect personal information relating to our employees. 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 your terms and conditions of employment 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 Employee 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 Employee 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 our employees to help us manage the employment relationship. 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, 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 employees 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 meet our statutory and legal obligations relating to the employment relationship we have with you. For example, we need to process your Data to provide you with an employment contract, to pay you in accordance with your employment contract, and to administer benefits, pensions, and insurance entitlements.

In some cases, we need to process your Data to ensure that we are complying with our statutory and legal obligations. For example, we are required to check an employee's entitlement to work in the UK, to deduct tax and National Insurance, to comply with health and safety laws, and to enable employees to take periods of leave to which they are entitled.

In other cases, we have a legitimate interest in processing your Data before, during, and after the end of the employment relationship. For example, processing your Data allows us to:

* Make a decision about your employment
* Determine the terms on which you work for us
* Pay you and, if you are an employee or deemed employee for tax purposes, deduct tax and National Insurance contributions (NICs)
* Enrol you in a pension arrangement in accordance with our contractual and statutory automatic enrolment duties
* Liaise with the trustees or managers of a pension arrangement operated by a group company, your pension provider, and any other provider of employee benefits
* Administer contracts we enter into with you governing your terms of employment
* Make decisions about your continued employment, or engagement
* Make arrangements for the termination of our working relationship
* Make arrangements for education, training, and development requirements
* Ascertain your fitness to work.

It also allows us to:

* Run recruitment and promotion processes
* Maintain accurate and up-to-date employment records and contact details (including details of those people you have provided us with for contacting in the event of an emergency in which you may be involved), and records of employee contractual and statutory rights
* Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
* Deal with legal disputes involving you, or other employees, workers and contractors (including those involving disciplinary proceedings, grievances, complaints or accidents at work)
* Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
* Conduct performance appraisal reviews, managing performance, and determining performance requirements
* Conduct salary reviews
* Operate and keep a record of absence and absence management procedures, to allow effective workforce management, and ensure that you receive the pay or other benefits to which you are entitled in this context
* Obtain occupational health advice, to ensure that we comply with duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that you receive the pay or other benefits to which you are entitled in this context
* Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental, and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that you receive the pay or other benefits to which you are entitled in this context
* Ensure effective general HR and business administration
* Provide references on request for current or former employees
* Respond to and defend against legal claims.

We may also collect and use your Data in the following situations, which are likely to be rare:

* Where we need to protect your vital interests (or someone else's interests)
* Where it is needed to protect the public interest or for official purposes.

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 data protection 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 manage your employment with us. 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 qualifications, skills, experience and employment history (including start and end dates with previous employers, and with the University)
* Information related to the terms and conditions of your employment
* Details of your bank account where you have chosen payment to be made
* Your national insurance number
* Information about your next of kin, dependants, and emergency contacts
* Information about your nationality and entitlement to work in the UK
* Details of periods of leave taken by you, including holiday, sickness absence, family leave, and sabbaticals, and the reasons for the leave
* Assessments of your performance, including appraisals, performance reviews and ratings, evaluation responses, performance improvement plans, and related correspondence
* Information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments to your working environment
* Information about your availability to allow us to organise our timetabling system (if applicable to your role)
* Equal opportunities monitoring information including information about your ethnic origin, sexual orientation, and religion or other beliefs.

# Information about criminal convictions

If applicable to your role, we are entitled to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role you have applied for. This may involve us sharing certain parts of your Data with a third-party organisation that provides the checking service.

We will only share your Data for this purpose, and collect information about your criminal convictions history in response, if you have given us your consent to do so, or we are required to do so by law. We will only collect this information if we would like to offer you a role where your criminal convictions history is relevant to the role and subject to other checks and conditions, such as references, being satisfactory.

# How the University uses your Special Category Data

Special category data is personal data that the data protection legislation says is more sensitive, and so needs more protection. It includes information about an individual’s race, ethnic origins, politics, religion, trade union membership, genetics, biometrics (where used for unique identification purposes), health, sex life, or sexual orientation.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where we process other special categories of your Data, such as information about ethnic origin, sexual orientation, or religion or other beliefs, this is done for limited necessary purposes, including equal opportunities monitoring and to meet the requirements of Higher Education Statistics Agency (HESA) reporting.

We do not need your consent if we use special categories of your Data to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the data that we would like to process and the reason, so that you can carefully consider whether you wish to consent. You are under no obligation to provide data for equal opportunities monitoring purposes and there are no consequences for your employment if you choose not to provide such data. We may collect and process special categories of your Data in the following circumstances:

* In limited circumstances where absolutely necessary on the basis of your written consent obtained in advance of the processing activity
* Where we need to carry out our legal obligations or exercise employer rights (such as in relation to ensuring equal pay) in connection with your employment
* Where it is needed to serve the public interest, such as for equal opportunities monitoring, or in relation to our occupational pension scheme
* We may process special category types of data where it is needed in relation to bringing and defending legal claims (including those involving disciplinary proceedings, grievances or complaints or accidents at work); or where it is needed to protect your (or someone else's) vital interests and you are not capable of giving your consent
* Deal with legal disputes involving you, or other employees, workers and contractors (e.g. including those involving grievances or complaints or accidents at work)
* Where you have already manifestly made special categories of personal data public.

We will collect and use the following particular types of your Data of a specific special category nature in the following ways:

* We will use health information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws
* We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence, and to administer benefits (including statutory maternity pay, statutory sick pay, pensions, and permanent health insurance)
* If you apply for an ill-health pension under a pension arrangement, we will use information about your physical or mental health in reaching a decision about your entitlement
* With your consent, we will collect and use data about your race, national or ethnic origin, religious, philosophical or moral beliefs, and/or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting, for example, to meet the requirements of HESA reporting. Such data will be aggregated with other staff data so that you are not personally identifiable to any third-party organisation with which we are required to share this information. You can withdraw your consent at any time, and there are no consequences if you choose not to provide such data
* We will use trade union membership information to pay trade union premiums and to comply with employment law obligations.

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

Certain parts of your Data, such as contact details, your right to work in the UK, and payment details, must be provided to enable us to enter into a contract of employment with you. If you do not provide such information, this will hinder our ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

You have some obligations under your employment contract to provide us with Data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with certain information in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide such Data may mean that you are unable to exercise your statutory rights.

# 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 (through application forms, CVs, or resumes); obtained from your passport or other identity documents such as your driving licence (for identity authentication purposes); from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings, or other assessments of your performance, including appraisals, performance reviews and ratings, and evaluation responses.

We may have also collected personal data about you from third parties, such as references supplied by former employers (nominated by you), UK Visa and Immigration, and data from employment background-check providers and information from criminal records checks (if relevant to the role you hold).

We may review publicly available data about you, including your social media presence, if such a review is relevant to your role 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 and SharePoint), and in other IT systems (including the University's email system).

# Holding and retaining your personal data

We collect, create, and store your Data both electronically and on paper throughout your employment 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, and in alignment with HMRC guidelines, we will destroy your Data seven years after leaving the organisation.

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?

Your Data will be shared internally as necessary, to the University:

* Line management to allow management of your contract of employment
* Finance to allow financial management of your employment
* iSolutions to enable IT access where applicable to your employment
* Estates and Facilities to enable appropriate buildings access relevant to your employment
* Academic staff may access information relating to your salary and spinal points via the Research Management System to allow accurate costing when preparing bids for funding. This information will only be seen as a total cost figure (salary and oncosts for your assignment to the project.
* Other internal teams as may occasionally require access to your Data for the fulfilment of your employment, and for performance of their roles related to the proper functioning of the University.

We also share certain information about you with third parties external to the University. This may include, for example, the following types of disclosures of your Data as relevant to a member of staff:

* HMRC as a statutory requirement to comply with legislation on pay and benefits (e.g. PAYE and NIC payments etc.)
* Benefit providers where you have opted or been contractually enrolled (e.g. Pension providers)
* UK Visa and Immigration where a visa is required to work
* Digital Identity Service Provider for right to work checks.
* Third party supplier to check with the Disclosure Barring Service where a criminal records check is required for the employment role you perform
* HESA for reporting purposes (HESA explains how it uses personal data in its statement published [here](https://www.hesa.ac.uk/about/regulation/data-protection/notices))
* 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).

Some information about you may be transferred outside the European Economic Area (EEA) should you apply for a role that is based in another country. For example, some of your Data may be transferred outside the EEA on the basis of your application for a job 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 have applied to work at), as well as our obligations under the contract of employment we enter into with you (such as occupational entitlements). Your Data may also be transferred outside the EEA if you travel to non-EEA countries on University business (e.g. in order to process your travel arrangements.) If information is processed by organisations outside the EEA on our behalf, we make sure that appropriate safeguards are in place to ensure the confidentiality and security of your Data.

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 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 will use some of the Data that we obtain about you to conduct individual decision making, and to build a profile of you, solely to enable us to assess your eligibility for statutory and contractual pension scheme enrolments.

You can object to any decision that significantly affects you being taken by us solely on the basis of an automated process, and you have the right to request us to reconsider any such decision taken by emailing us at: AskHR@soton.ac.uk

# 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 by 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 personal data?

You can view and change some of the personal data held by us through self-service via MyView.

In certain circumstances, you can request a copy of certain Data you have provided to us to be transmitted in a structured, and machine readable format for reuse for your own purposes by emailing AskHR@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 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 SO17 1BJ

# 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).

You may view and change some personal data held by us where you believe it is inaccurate through self-service via MyView. If you are unable to access MyView to manage your Data, 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 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 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.

# Employment Privacy Notice

## Please sign and return

Please complete and return this slip to:

Recruitment

University of Southampton

Building 26, Highfield
Southampton

SO17 1BJ

Or via email to recruitment@soton.ac.uk

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

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| --- | --- |
| Signed |  |
| Name |  |
| Date |  |
| Job reference number (if known) |  |

VERSION CONTROL

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| --- | --- |
| Version  | 3.3 |
| Last updated:   | 1 October 2022 |
| Consulted:  | HRSLT  |
| Feedback:  | Updated to reflect right to work check provider   |
| Author:  | Christine Trotter – Head of HR Operations  |