

## St Mary's University College

### Staff Privacy Notice

St Mary's University College is registered as a data controller with the Information Commissioner's Office for the purposes of the Data Protection Act 1998 and is committed to ensuring that the personal data of its applicants, students, alumni and staff is handled in accordance with the principles set out in the Act and General Data Protection Regulation.

In order to carry out its functions and supply information internally and externally, St Mary's University College collects, holds and processes personal information relating to its employees.

The following statements explain our responsibilities in complying with data protection legislation, explaining why and how we collect your data and the purposes it is used for.

#### 1 Why we collect your personal data?

Your personal data is required for us to:

- Carry out duties and functions relevant to your employment at St Mary's University College;
- Comply with our legal obligations and in carrying out the performance of a public task;
- Protect your vital interests, or those of another party, where necessary.

A list of the functions and general activities relating to staff data is set out within the College's Official registration with the Information Commissioners Office and is available [here](#). Where there are activities or circumstances that are not covered under the general headings provided, we will ensure that you consent to data being processed.

#### 2 How do we collect information about you?

We will collect your information in the following ways:

- Personal data through your application to St Mary's including personal contact details, employment history, qualifications obtained, and equal opportunity data;
- Employment and academic references through a confidential reference request;
- Payment details including bank, pension, National Insurance and Trade Union contributions;
- Professional and Personal development applications submitted as part of staff appraisal or staff development records;
- Absence and holiday records through standard notification procedures;
- Additional support needs relevant to employment using occupational assessment and health processes;
- Criminal Record information where applicable for certain positions in the College through AccessNI checks;
- Photographs for inclusion in College publications or the College web site.
- Information related to the prevention and detection of crime and safety of College staff and students including, but not limited to, CCTV recording.

### 3 How do we use your personal data

St Mary's processes your data during your employment in order to:

- Assess your eligibility for positions applied for;
- Allocate email and business contact details for publishing in internal telephone directories and on the College web site;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices promote equal opportunities;
- Manage performance including absence through ill-health and disciplinary records;
- Fulfil statutory reporting requirements;
- Respond to requests made under the Data Protection Act 1998 and the General Data Protection Regulation;

Personal data, including sensitive personal data, may be shared between colleagues who legitimately need the information to carry out their normal duties to support you during your employment. The College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

### 4 Who is my personal data shared with outside of the College?

St Mary's may share personal data to third parties outside of the College as part of its legal obligation, official function or in the interests of protecting the vital interests of an individual or third party. A list of external organisations and the purpose for sharing information is supplied below:

<b>Third Party</b>	<b>Purpose for Sharing information</b>
Financial Institutions including Mortgage Companies	Confirmation of employment details and salary information in response to bank/financial institution enquiries for mortgage or finance applications.  Payment of salaries.
Queen's University Belfast	Personal details will be passed to Queen's University Belfast for academic positions to comply with our Memorandum of Agreement.
Medical Professionals/ GP	Health information may be exchanged with medical professionals in order to assess fitness to work, consider reasonable adjustments and to manage absence.
Referee	For the purposes of obtaining a reference and/ or confirming qualifications where required.
Pension Authorities	To process pension contributions and pension related enquiries

Trade Unions	In order to deduct trade union subscriptions from salaries.
HMRC	Provide salary and NI contribution details for the purposes of collecting tax.
Access NI	Where relevant to the post, a disclosure application will need to be completed in order to apply for a criminal record check.
Equality Commission	Anonymised information to meet statutory obligation in monitoring equal opportunities
Higher Education Statistics Agency	Anonymised information to meet national reporting requirements on staff volume and activity. This is explained further through the Higher Education Statistics Agency <a href="#">Staff Collection Notice</a> .
Auditors	Ensuring appropriate financial and business activity is undertaken in accordance with procedures.

## 5 Transfer of personal data to other countries

Where data is shared within the UK, or the European Union (EU), the third party will be required to comply with and safeguard the data under the terms of the DPA and appropriate EU regulations. In relation to the application process, data will not be shared unless provision is made in section 4 above.

## 6 How long will we keep your personal data?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the College Disposal and Retention Policies. Data will be securely destroyed when no longer required.

## 7 Your rights

Your rights relating to your personal data include:

- To be informed what personal data the College holds about you and what it is used for;
- To access your personal data;
- To update the personal data the College holds;
- To be informed how the College is complying with its obligations under the Data Protection Act 1998 and any successor legislation;
- To complain if you do not believe that the College's Data Protection Policy has been followed.
- You will have additional rights under the GDPR i.e. the right to rectify inaccurate information; to restrict processing; to object to processing; to data portability; and the right to erasure. These rights are limited in certain circumstances by the GDPR.

You may request a copy of the personal information held about you by the College. If you wish to make such a request you should do so, in writing, to the Data Protection Officer.

## Contact Information

If you have any concerns regarding the processing of your data or data sharing by the College, please contact:

The Data Protection Officer  
St Mary's University College  
191 Falls Road  
Belfast  
BT12 6FE

Tel: (028 90268304).

You also have the right to complain to the ICO if you are unhappy about the way the College handles your personal data: <https://ico.org.uk/concerns/>

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