Staff Privacy Notice

Health Sciences University (HSU) collects and retains personal information, in various formats, about our current, past and potential future staff for a variety of purposes under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 as set out below.

We hold this personal information about our staff securely, both in hard copy format and electronically.

The information provided below is intended to be a guide on the types of purposes and disclosures made by the University. It is important to note that any such uses and disclosures will only be made where permitted under the GDPR.

This Staff Privacy Notice explains how we collect, use, store, and protect personal data relating to:

- Job applicants
- Current employees (including permanent, fixed-term, and casual staff)
- Workers, consultants, agency staff, visiting academics, and contractors
- Former employees

What are the types of personal data that Health Sciences University collects?

The University collects the following information about applicants and staff which is outlined below:

Personal data during recruitment comes from a variety of sources including:

- application forms and CVs;
- interview notes;
- references from former employers;
- background checks;
- medical fitness forms; and
- assessment exercises.

- Initial application:
  - name and address
  - contact details (telephone number, email address)
  - self-declaration of permission to work in the UK and upload of passport/visa copy if necessary
  - relevant qualifications or indication of highest qualification held
  - professional development / training and membership of any professional body
  - employment history
  - supporting statement
  - Referee details
  - Criminal record disclosure
  - Data captured for equal opportunities monitoring (gender, date of birth, nationality, marital status, sexual orientation, religious belief, ethnicity)
  - Declaration about any disability as defined under the Equality Act 2010

- Once a candidate has been made an offer of employment:
  - Bank details
  - Emergency contact details

- Qualification information required to be shared with HESA
- Data captured for equal opportunities monitoring (as above)
- Health information
- Certain positions also require a DBS compliance check to be completed
- National Insurance Number

Further personal data captured about an employee is likely to relate to any performance or annual review process and any information needed to maintain a sickness/absence record.

Health Sciences University collects this information in a variety of ways. For example, data is collected through application forms, obtaining passport or other identity documents such as your driving licence; from forms completed at the start of or during employment; from correspondence with the member of staff; or through interviews, meetings or other assessments. In some cases, the University collects personal data about staff from third parties, such as references supplied by former employers. Data is stored in a range of different places, including in personnel files, in the University's HR management systems and in other IT systems (including our email system).

We store staff employment information in our HR and payroll system, iTrent. iTrent uses data retention` rules so that personal data is only kept for as long as necessary and is then automatically deleted or anonymised in line with UK GDPR, the Data Protection Act 2018 and our internal retention schedule. This means that information is routinely removed once the legally required retention period has passed, unless we need to keep it for longer because of a legal obligation or to establish, exercise or defend legal claims.

Why do we process personal data?

Health Sciences University needs to process certain personal data about its staff for a number of administrative purposes:

- Managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, and training and development;
- Providing facilities such as the IT service and library services;
- Monitoring equal opportunities;
- Preventing and detecting crime, such as using photographs on ID Cards;
- Providing communications about University news and events, such as through the HSU Connected;
- Provision of wellbeing and support services;
- Compliance with legal obligations such as making external/statutory returns to the Higher Education Statistics Agency (HESA);

The University processes sensitive personal data for a number of administrative purposes:

- Equal opportunities monitoring;
- Managing Human Resources processes such as administering Sick Pay and Sick Leave schemes, managing absence, administering Maternity Leave and related pay schemes;
- Managing a safe environment and ensuring fitness for work;
- Managing obligations under Equal Opportunities legislation;
- Provision of occupational health and wellbeing services to individuals;

If a member of staff has any concerns about the release of work-related contact information they should contact HR at peoplehelpdesk@hsu.ac.uk. Profiles for senior and academic staff will normally be available online.

What is the legal basis of the processing?

Health Sciences University (HSU) will process personal information for a range of contractual, legal and public interest purposes as well as the legitimate interests of the University.

HSU needs to process data to enter into an employment contract with its staff and to meet its obligations under that contract. It needs to process data to provide pay in accordance with your employment contract and to administer benefits, pension and other entitlements.

In some cases, HSU needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

Who do we share data with?

Unless a member of staff has opted out, we may disclose limited staff data to a variety of recipients including:

- our employees and contractors where there is a legitimate reason for their receiving the information (including service providers such as external legal advisers);
- current, past or potential employers of our staff (to provide or obtain references);
- professional and regulatory bodies;
- government departments and agencies where we have a statutory obligation to provide information (e.g. His Majesty's Revenue and Customs (HMRC), the Office for Students (OfS), the Higher Education Statistics Agency (HESA), the Home Office (in connection with UK visas and immigration);
- the Disclosure and Barring Service (DBS) where we require a DBS check for certain roles
- third parties who work with us to provide staff support services (e.g. counselling and occupational health services);
- external organisations including funders and third party clients (for example, where our member of staff is named as part of a research application for external funding or is to be involved in providing consultancy services to an external organisation);
- crime prevention or detection agencies (e.g. the police, security organisations, Department for Works and Pensions and local authorities);
- relatives/next of kin (but only where we have consent from the member of staff or there is a legitimate reason for the disclosure);
- representatives of a current, former or potential member of staff (but only where we have consent from the member of staff or there is a legitimate basis for the disclosure);
- internal and external auditors;
- debt collection and tracing agencies;
- courts and tribunals;
- local and central government.

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

We will provide references about you to external enquirers or organisations where you have requested or indicated that we should do so.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or

consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

HESA

We will send some of the staff information we hold to the Higher Education Statistics Agency (HESA). This does not include the name or contact details of staff. HESA collects and is responsible for the database in which HESA staff records are stored. HESA uses that information in its own right – to publish statistics about staff in higher education, for example. HESA also processes the information held in the databases for other organisations. The UK GDPR and Data Protection Act 2018 also applies to HESA.

If a member of staff provides us with information about their disability status, ethnicity, sexual orientation, gender reassignment, parental leave or religion, this will be included in the HESA staff record. This helps to make sure people are being given equal opportunities and to prevent unlawful discrimination. HESA will not use this information in any way to make decisions about you.

For more information about the way HESA use staff information please visit the HESA website which contains the staff collection notice.

How can personal information be accessed?

Staff have the right to access the personal information that is held about them by HSU. Please contact peoplehelpdesk@hsu.ac.uk if you would like to see the information that we hold about you.

Staff also have the right to ask us to correct any inaccurate personal information we hold about, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information that we hold.

How long is personal data kept?

We store personal information as part of the staff record for the duration of employment.
We retain personal data only as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, and reporting requirements.

Typical retention periods include:

- Recruitment records (unsuccessful candidates): 12 months
- Employment records: Duration of employment + 6 years
- Payroll and tax records: 6 years
- Pension records: As required by pension legislation

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process so that we can check the quality and fairness of our processes.

After leaving certain records pertaining to the employment are retained indefinitely so that the details of that employment can be confirmed and for statistical or historical research.

Staff rights under the GDPR

Under the GDPR staff have the following rights as an individual:

a. to obtain access to, and copies of, the personal data that we hold;
b. to require that we cease processing personal data if the processing is causing damage or distress;

c. to require us not to send marketing communications;
d. to require us to correct the personal data we hold if it is incorrect;
e. to require us to erase personal data;
f. to require us to restrict our data processing activities;
g. to receive from us the personal data which was provided to us, in a reasonable format specified by you, including for the purpose of it being transmitted to another data controller;
h. to object, on grounds relating to the staff member's particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on their rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given consent and wish to withdraw it, please contact peoplehelpdesk@hsu.ac.uk. Please note that where our processing of personal data relies on consent and where this is then withdrawn, we may not be able to provide all or some aspects of our services and/or it may affect the provision of those services.

Changes to your personal data

Please tell us promptly about any changes to the data we hold about you. This is particularly important for your contact details. You can do this through Employee Self Service (ESS). You can also use ESS to download and print your payslips each month and change your bank account details. For any HR-related queries please contact: peoplehelpdesk@hsu.ac.uk and for any payroll-related queries please contact: payrollhelpdesk@hsu.ac.uk.

Version:	5
Ratified by:	PRMG
Originator / Author	Data Protection Officer
Reference source	HE Exemplars
Date approved	September 2026
Effective from	September 2026
Review date	September 2029
Target	Governors, Staff, Workers
Policy location	SharePoint, Website
Equality Analysis	This policy has been developed with due regard to the University's equality duty.