



Staff Privacy Notice

Who we are?

The University of Northampton collects and processes personal data relating to its employees to manage the employment relationship. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The University of Northampton is a data controller, registered with the Information Commissioner's Office, and for the purposes of the Data Protection Act and General Data Protection Regulation (GDPR), has appointed a Data Protection Officer who has formal responsibility for data protection compliance within the organisation.

Our Data Protection Officer can be contacted at: Recordsmanager@northampton.ac.uk

Or by writing to: Records Management Office, University of Northampton (Park Campus), Boughton Green Road, Northampton NN2 7AL

Tel: 01604 892823

What data do we hold about you?

The type of data the University of Northampton holds about you is that which is necessary to carry out its duties as an employer.

Data held about you may include, but is not restricted to, the following:

- Personal details such as name, date of birth, emergency contact details, and National Insurance number
- Evidence of Right to Work in the UK, including but not limited to visa details and copies of passports
- Bank or building society account details
- Salary and grade details
- Pension details
- Records concerning Performance Development Review and training
- Qualification details
- Sickness and other absence details
- Contracts and terms and conditions of employment
- Correspondence between the member of staff and the University

- Correspondence, such as references, between the University and third parties on behalf of a member of staff
- Records of grievances
- Records of disciplinary proceedings
- Health and safety records (including accident reports)
- Occupational Health Information
- Disclosure and Barring Service (DBS) checks (required for select positions)
- Sensitive Personal Data* - see link below

Sensitive personal data

The University asks you as an employee to provide certain sensitive personal data. This is not compulsory but if you provide such data you give the University consent to use it, in anonymised form, for statistical purposes. The University will only process sensitive personal data if certain conditions are met. These conditions are set out in guidance from the Information Commissioners Office (ICO).

[Link to ICO guidance on sensitive data](#)

How do we collect your data?

Direct Collection

We collect data to operate effectively and provide you the best experience at this University. You may provide some of this data directly to us, from forms you complete or identity documents you provide at the start of, or during your employment. It is your responsibility as an individual to ensure that the data we hold for you is accurate and up to date. You can check some of your data by logging into HR Self Service and can amend your address details and equality information. If anything else changes that you cannot amend via self-service you should contact HR to let us know.

In-direct Collection

We may also occasionally obtain data from third parties, for example pension schemes, HMRC or Occupational Health.

Why do we process your data?

The University processes staff personal data in order to enter into an employment contract with you and to meet its obligations under your employment contract. For example, to pay you in accordance with your employment contract and to administer your pension entitlements.

In some cases the University 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 working time regulations.

In other cases the University has a legitimate interest in processing personal data before, during and after the end of the employment relationship in order to:

- Maintain accurate and up to date employment records and records of employee contractual and statutory rights
- Keep a record of absence and leave including sickness, maternity, paternity, parental etc. to ensure employees are receiving pay and benefits in accordance with HR policy
- Operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct within the workplace
- Obtain occupational health advice to ensure it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law
- Publish online staff directories of basic contact details
- Ensure effective administration
- Provide references
- Respond to and defend against legal claims
- Provide facilities such as IT, Library and car parking

Where the University processes sensitive data such as information about ethnic origin, or religion or belief or sexual orientation, this is done for the purpose of equal opportunities monitoring. This data is anonymised and employees are entirely free to decide whether or not to provide such data.

Who has access to the data?

Data collected by Human Resources will be held in your electronic personnel file and on the integrated HR/Payroll system. Access to this data will be controlled and limited in accordance with operational needs.

Your information may be shared internally, such as with members of the HR and payroll teams, your line manager, senior managers in the area in which you work and the University executive team and IT staff, and only if access to the data is necessary for the performance of their roles.

The University may share data with other organisations as necessary and to fulfil our statutory obligations as an employer. At all times the information shared and the manner of disclosure will be in accordance with the provisions of the Data Protection Act. Below are some of the organisations we share with but this is not an exhaustive list:

- HESA (Higher Education Statistics Agency) – in anonymised format
- HMRC (Her Majesty's Revenue and Customs) –for the administration of tax and National Insurance
- Home Office, UK Visas and Immigration – to comply with right to work legislation
- The University's occupational health provider – for the provision of occupational health and wellbeing services
- Local Government Pension Scheme(LGPS), Teachers Pension Scheme(TPS), Universities Superannuation Scheme (USS), National Employment Savings Trust (NEST) – for the administration of your pension entitlement

- Disclosure and Barring Service (DBS) via an intermediary company, GBG, (required for select positions)
- Current, past or potential employers (to provide or obtain references)
- Internal or External auditors - for checking the integrity of our data and processes
- Other benefit providers such as Computershare (Child care vouchers), Prudential (AVCS)

How do we keep your data secure?

The University takes the security of your data seriously. The University has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties. Where the University engages third parties to process personal data on its behalf, it does so on the basis of written agreement. The third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We will keep your personal data only as long as is necessary to conclude the purpose(s) for which it was collected and in accordance with the University's Record Retention Schedules which can be found [here](#).

Data will be securely destroyed when no longer required.

Your rights

As a data subject you have a number of rights. You can;

- Access and obtain a copy of your data on request
- Require the university to amend incorrect or incomplete data
- Require the university to 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 the university is relying on its legitimate interests as the legal ground for processing
- require us to erase your personal data;
- require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;

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

If you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, discuss this with the records management team by emailing: recordsmanager@northampton.ac.uk

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with you can take your complaint to the Information Commissioner's Office (ICO) for a review.

<https://ico.org.uk/>