

# STAFF PRIVACY NOTICE

## ABOUT US

This Privacy Notice explains how your personal data is handled by the University of Reading. This notice applies to staff of the University of Reading and the Henley Business School.

The University (**We**

provides may have separate Privacy Notices that you will be directed to when you book, join or subscribe to those services.

We may also collect information regarding criminal conviction declarations, and for certain roles, information about past criminal convictions will be processed for the purposes of safeguarding the wellbeing and security of our staff, students and visitors, or for ensuring We meet obligations for public protection

**For the performance of a public task in the public interest**

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It is necessary for our or your obligations or rights in the field of employment law or social security law (and for this purpose we have a separate policy document which is reviewed from time to time and which outlines how we protect such information and how long the information is held for); and/or

The personal information has been manifestly made public by you; and/or

It is necessary in relation to legal claims; and/or

It is necessary for reasons of substantial public interest. UK law places our monitoring of diversity and equality of opportunity in this category providing certain safeguards are in place; and/or

It is necessary to protect your life or the life of someone else and you are physically or legally incapable of giving consent.

## WHO WE SHARE YOUR DATA WITH

The University may disclose necessary personal data to third parties, where there is legitimate need or obligation, during or after your period of employment. Such disclosure is subject to procedures to ensure the identity and legitimacy of such third parties. These third parties may include the following depending on your individual circumstances:

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## Police, crime and taxation

The University may have a power or obligation to provide information to the Police or other organisations that have a crime prevention or law enforcement function, such as Benefit Fraud Sections within Local Authorities, if it is necessary for the prevention or detection of a crime, the apprehension or prosecution of offences, or the collection of taxes. This information is shared for the purposes of performing a public task in the public interest or where there is legal obligation.

## The Little Learners Day Nursery

Some Nursery staff are provided with limited access to some staff information for the purposes of billing and administration. This information is shared where it is in our legitimate interests

Our subsidiaries, including overseas where applicable;

Insurance and pension companies we use to provide employee benefits and insurances such as health insurance and car insurance. We also sometimes provide information to brokers for the purpose of arranging insurances;

Occupational Health providers, doctors and other health professionals who provide us with advice on employee medical conditions (and there are separate rules around our access to such information);

HMRC, regulatory authorities, and Government Departments to comply with our legal obligations in relation to, for instance, safe recruitment, tax, sick pay, maternity etc. pay and social security information;

The Disclosure and Barring Service where applicable to your work with us;

Research grant funding

For academic staff we may share, salary details, grades or spine points with Research Office staff in other universities and research organisations and academic staff in those organisations who are party to bids for grant funding. This is for the purposes of preparing accurately costed grant applications and shared on the basis of administering a public task in the public interest.

We also use third party providers to deliver our services, such as externally hosted software or cloud providers, including some that involve transfers of data outside of the EU. Where we do this, to ensure that your personal data is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection, We have required such third parties to agree to the EU model clauses (or equivalent measures) on transfers of data to parties outside of the EU. .

# RETENTION OF YOUR DATA

Retention of your personal data is subject to the University [records retention schedule](#)

This schedule sets out the timeframes and reasoning for retaining different categories of personal data We may hold about you. Personal data that relates to the performance of your staff contract and interactions with supporting departments across the University will be retained for 6 years after the end of our relationship with you. This may be longer if you have an appeal, complaint or ongoing matters with the University after you leave the University.

Some information will also be retained for longer periods for the purposes of administering and supporting University pension schemes and for employment or qualification verification or reference provision purposes.

In some circumstances We may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case We may use this information indefinitely without further notice to you.

# KEEPING YOUR INFORMATION UP TO DATE

The accuracy of your information is important to Us. You can update your information, including your address and contact details, at any time.

The University uses [Employee Self Service \(ESS\)](#) which is a web based tool which allows you direct access to the University's Human Resources record of your personal details and employment information. ESS enables employees to view their personal details, absence, pay and benefits, employment and training and qualifications information. It is available from anywhere (not just on campus) and can be accessed using your computer, tablet or smartphone.

If you need to update the details We hold about you, it is your responsibility to update and correct these details on ESS.

## YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by Us

Please see the ICO website for further information on the above rights:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request. Due to the nature of our relationship with you and our reasons for processing your personal information, in many cases we may not be able to comply with your request in relation to the rights listed above. However, we will tell you if that is the case and explain why.

More information on data subject rights can be found [here](#)

[If you wish to exercise any of your rights, please contact our Data Protection Officer, using the contact details below.](#)

## QUESTIONS ABOUT THIS NOTICE

If there is anything in this notice that you are unclear about, please contact our Data Protection Officer, on the contact details below, who shall be happy to answer any queries you may have concerning this privacy notice or the way in which We process your personal data.

By mail: Information Management and Policy Services, The University of Reading, Whiteknights, PO Box 217, Reading RG6 6AH

By email: [imps@reading.ac.uk](mailto:imps@reading.ac.uk)

By phone: 0118 378 8981

Complaints can be referred to the Information Commissioners Office, the independent body who oversee Data Protection compliance in the UK.

Email: [casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

## CHANGES TO THIS NOTICE

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 25/05/2018

We may change this privacy notice from time to time. If We make significant changes in the way We treat your personal information We will make this clear on our website and may seek to notify you directly.

## HOW TO CONTACT US

If you have any questions about this notice, our University Data Protection Officer can be contacted at:

IMPS

University of Reading

Whiteknights

PO Box 217

Reading

RG6 6AH

UK.

Telephone: 0118 378 8981. Email: [imps@reading.ac.uk](mailto:imps@reading.ac.uk)