

## Staff Privacy Notice

The University of Greenwich processes some personal data about you as an employee, worker or contractor at the University, during and after your working relationship with us. This may include the following:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Gender
- Nationality
- Marital status
- Emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, family related leave, pension and benefits information
- Location of employment or workplace
- Copy of driving licence / passport
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Performance information
- Disciplinary and grievance information where relevant
- Information obtained through electronic means such as swipe-card records
- Information about your use of our information and communications systems
- Images of you
- Recordings of lectures, seminars etc. in which you are a participant, which we may place on Moodle
- Event registration and attendance

We may also process the following “special categories” of more sensitive personal information:

- Information about your race / ethnicity, religious beliefs, sexual orientation, disability
- Trade union membership
- Information about your health, including any medical condition, health and sickness records
- Information about any criminal convictions and offences.

This information will normally be obtained from you or will arise from your interactions with the University. We may sometimes collect additional information about you from third parties, for example referees.

We process personal data about you for the following reasons:

- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Paying you and, if you are an employee, deducting tax and National Insurance contributions
- Providing certain employment benefits to you, particularly pay during a period of sickness and pension
- Automatically enrolling you in the appropriate pension, if necessary
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements
- For teaching and learning purposes (e.g. recordings of lectures, seminars etc. in which you are a participant)
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about your continued employment or engagement
- Making arrangements for the termination of our working relationship
- Education, training and development requirements
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To conduct data analytics studies to review and better understand employee retention and attrition rates
- Equal opportunities monitoring
- To make you aware of events organised by the University which may be of interest to you
- Contacting your emergency contact in the event of an emergency situation relating to your immediate health and safety interests
- Writing references for you

We use several legal bases for processing the data under Data Protection legislation, primarily public task (the University's functions as a public authority), contract with the individual, and compliance with a legal

obligation. Sometimes we may use consent or vital interests. You can find out more information about this by looking at our [Data Processing Activities Register](#).

We will use your particularly sensitive personal information in the following ways:

- We will use 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
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting
- We will use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.

We may share data about you in some instances with external bodies or organisations where this is required by law or otherwise authorised under Data Protection legislation. The types of organisations we may share data with include:

- Contractors used to provide services on behalf of the University, under contracts complying with Data Protection requirements. For example occupational health, online recruitment, online appraisal, employee engagement surveys, payroll
- The appropriate pension provider
- Partner organisations
- The police or other appropriate investigative authorities with statutory powers
- The Higher Education Statistics Agency (HESA) (See [HESA data collection notice](#))
- UK Visas and Immigration (UKVI)
- Research and Enterprise funding bodies and collaborative partners, for example if you undertake research or enterprise activities involving external funders and partners, and the University needs to share information about you with those funders and partners
- The University's auditors for audit purposes

We do not as a general rule transfer data outside the European Economic Area (EEA). However, in some instances, such as if a post involves international assignments, this may sometimes be necessary.

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. When you leave the University, your data will be deleted in line with our [retention schedule](#).

You have rights as a Data Subject. You can see more information about those rights [on our website](#).

To contact Peter Garrod, the University of Greenwich's Data Protection Officer and University Secretary, email: [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk).