

Privacy Notice for Colleagues



1. Introduction

- 1.1 This is the privacy notice for current and former employees, workers, associates, affiliates and contractors at Leeds Beckett University.
- 1.2 We, Leeds Beckett University, respect your privacy and are committed to protecting your personal data.
- 1.3 This privacy notice provides information on how we will look after your personal data when you use our service and tells you about your privacy rights and how the law protects you. All the university privacy notices are available on the [university policy webpage](#) within the Information Governance section. Privacy notices that detail the processing of personal data; which either relate to or is a continuation as colleague at Leeds Beckett University include; CCTV , Disability Assessment Centre, Research Activity, Archive Collections and Sport and Active Lifestyle Services.

2. Who is processing your data?

- 2.1 Human Resources are a service based in Leeds Beckett University (LBU) and LBU is the data controller for the information you provide. Details of your rights under UK data protection legislation, including details of LBU's Data Protection Officer, your rights as a data subject, and your right to complain to the Information Commissioner's Office are available in LBU's privacy notice.

If you have any questions or concerns about participation within Human Resources Services and how your personal data will be collected and managed, please contact hris@leedsbeckett.ac.uk

3. Personal Data we collect about you

- 3.1 Personal data means any information about an individual from which that person can be identified.
- 3.2 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:
 - a) Identity Data includes your name, title, student or staff identity, date of birth, pseudonymised data and gender and copies of identity documentation.
 - b) Contact Data includes your address, email, and telephone number(s). This also includes contact information provided in relation to third parties, for example, emergency contact information.
 - c) Financial Data includes bank account and payment card details, payroll details, benefits information, national insurance number, and Tax status.
 - d) Health Data includes data that we may need to collect about you, including any medical condition, disability, health and sickness records.

- e) Profile Data includes purchases made by you, your interests, educational and employment history, equality data, survey responses, workforce planning, preferences, and feedback.
- f) Usage Data includes information about how you use our services including complaints and investigations.
- g) Marketing and Communications Data includes your preferences in receiving marketing from us and your communication preferences.
- h) Images includes CCTV and surveillance, film, and photography

3.3 We may also collect, store, and use the following “special categories” information:

- Information about criminal convictions and offences
- Information about your race or ethnicity, religion, or belief and your sexual identity
- Trade union membership
- Information about your health, including any medical condition, health, disability and sickness records, including details of any absences (other than holidays) from work including time on statutory parental leave and sick leave
- information about any requirements needed for pensions

3.4 We also collect, use, and share aggregated data for any purpose. Aggregated Data could be derived from your personal data but is not considered personal data in law as this data will not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing one of our services.

4. Purposes for which we will use your data

4.1 Most of the personal information we process is provided to us directly by you for one of the following reasons.

- Where we need to perform the contract, we have entered with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else’s interests).
- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations or exercise rights in connection with employment.
- Where it is needed in the public interest, such as for equal opportunities monitoring.
- Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

4.2 We also receive personal information indirectly, from the following sources in the following scenarios: Disclosure and Barring Service (DBS) checks.

- 4.3 We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.
- 4.4 Note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal basis, we are relying on to process your personal data where more than one basis has been set out in the table below.
- 4.5 Marketing and Promotions
- a) We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you and based on this market services to you.
 - b) You will receive marketing communications from us if you have requested information from us or purchased services from us and you have opted in to receiving that marketing.
 - c) We will not share your personal data with any third party for marketing purposes.
 - d) You can ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
Deciding about your recruitment or appointment. Determining the terms on which you work for us. Checking you are legally entitled to work in the UK. Administering the contract, we have entered with you.	Identity data Contact data Recruitment records Employment records Health data	Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law) Article 6 (1b) Processing is necessary for the performance of a contract Processing is necessary for the purpose of the legitimate interests
Dealing with legal disputes involving you, or other employees, workers, and contractors, including accidents at work.	Identity data Contact data Recruitment records Employment records Health data	Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law, health, and safety in the workplace)
Education, training, and development requirements. Assessing qualifications for a particular job or task, including decisions about promotions.	Identity data employment records performance information financial data	Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law)
Conducting performance reviews, managing performance, and determining performance requirements.	Identity data Employment records Performance information	Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law)

		<p>Article 6 (1b) Processing is necessary for the performance of a contract</p> <p>Article 6 (1f) Processing is necessary for the purpose of the legitimate interests</p>
Information relating to leaves of absence, which may include sickness absence or family related leaves	<p>Identity Data</p> <p>Employment records</p> <p>Performance Records</p> <p>Financial data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law)</p> <p>Article 6 (1b) Processing is necessary for the performance of a contract</p>
<p>Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs).</p> <p>Business management and planning, including accounting and auditing.</p> <p>Making decisions about salary reviews and compensation.</p>	<p>Identity data</p> <p>Financial data,</p> <p>employment records</p> <p>performance records</p>	<p>Article 6 (1b) Processing is necessary for the performance of a contract</p>
<p>To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.</p> <p>Administration of university policies, regulations, procedures, and codes of practice as apply, and as notified, to staff. Maintaining access to appropriate university systems.</p>	<p>Information about your use of our information and communications systems.</p> <p>Performance information</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law)</p> <p>Article 6 (1b) Processing is necessary for the performance of a contract</p>
Information about your physical or mental health, or disability status, to ensure your health & safety in the workplace & to assess your fitness to work, to provide appropriate workplace adjustments, to monitor & manage sickness absence	<p>Contact data</p> <p>Health data</p> <p>Employment records</p> <p>Financial data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law, health, and safety in the workplace)</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>

<p>administer benefits including statutory maternity pay, statutory sick pay and pensions</p> <p>for example, salary sacrifice schemes, nursery vouchers</p>	<p>Identity data</p> <p>Employment records</p> <p>Financial data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law, health, and safety in the workplace)</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
<p>Information about your race or ethnicity, religion, or belief and your sexual identity, to ensure meaningful equal opportunity monitoring and reporting, equality impact assessments, charter marks and other reporting including the provision of information to the Higher Education Statistics Agency.</p>	<p>Race, ethnicity, religion or belief, sexual identity</p>	<p>Legal obligation (Equality Act 2010)</p>
<p>Complying with health and safety obligations.</p> <p>Managing health and safety for epidemics and emergencies</p>	<p>Identity data</p> <p>Contact data</p> <p>Health data</p> <p>Images</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law, health, and safety in the workplace)</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
<p>Personal Safety, safeguarding, travel insurance</p>	<p>Identity data</p> <p>Health data</p> <p>Employment records</p> <p>Financial data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject (employment law, health, and safety in the workplace)</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
<p>To conduct data analytics studies to review and better understand employment trends and information about the profile of our workforce</p>	<p>Identity data</p> <p>Health data</p> <p>Employment records</p> <p>Financial data</p> <p>Race, ethnicity, religion or belief, sexual identity</p>	<p>Legal obligation (Equality Act 2010)</p> <p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>

Trade union membership information to pay trade union premiums, register the status of a protected employee	Trade Union membership	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
Data related to preventing fraud, or proposed or actual litigation involving you or other employees, workers, contractors, or the university including accidents at work or insurance cases;	<p>Identity data</p> <p>Financial data</p> <p>Health data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p> <p>Article 6 (1f) Processing is necessary for the purpose of the legitimate interests</p>
Production of statistical returns required by certain third-party bodies, such as (but not exclusively) the Office for Students and the Higher Education Statistics Agency.	<p>Anonymised data</p> <p>Pseudonymised data</p>	Necessary for the performance of tasks we carry out in the public interest - teaching and research;
Gathering evidence for possible grievance or disciplinary hearings, misconduct investigations and to implement and ensure compliance with University policies to ensure acceptable conduct within the workplace.	<p>Identity data</p> <p>Health data</p> <p>Employment records</p> <p>Performance records</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
Deciding for the termination of our working relationship	<p>Identity data</p> <p>Employment records</p> <p>Performance records</p> <p>Health data</p>	<p>Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations</p> <p>Article 9 (b) Employment, social security, and social protection (if authorised by law)</p>
special category information for the police or other regulatory bodies (including the Disclosure and Barring Service) in connection with the investigation or	Criminal convictions	we may use information relating to criminal convictions where it is necessary in relation to legal claims, where there is a legal requirement, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We

disclosure of a suspected or reported crime or the verification of identity.		may also process such information about colleagues or former colleagues during legitimate business activities with the appropriate safeguards.
Employment records (including job titles, job descriptions, work history, working hours, holiday and absence records, training records and professional memberships) Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied. Location of employment or workplace start date and, if different, the date of your continuous employment, leaving date and your reason for leaving.	Identity data employment records performance records Health data	Article 6 (1c) Processing is necessary for compliance with a legal obligation to which the controller is subject to comply with- employment law obligations Article 9 (b) Employment, social security, and social protection (if authorised by law)

5. Who will your data be shared with?

5.1 Information will be shared with third parties only when necessary, as part of the provision of our services to you and/or we have a legal or regulatory requirement to do so. We anticipate that we will share information with the following third parties for the following purposes:

- The Office for Students and its Designated Data Body (currently the Higher Education Statistics Agency)
- Council Tax offices of local authorities, government departments or their agencies and other authorised users (including academic researchers, commercial organisations, and survey contractors) for the creation, analysis, and publication of staff statistics and/or to enable them to carry out their statutory or contractual functions as applicable, including those connected with higher education.
- Third parties that run surveys on the University's behalf, the data is normally provided in a pseudonymised/anonymised format.
- Emergency contacts and the emergency services where there is an emergency e.g., illness HMRC, DWP.
- Courts and Councils for payroll purposes. Authorised benefit providers, usually to provide confirmation of the amount deducted through our payroll.
- Health service providers for them to provide the requested services to our staff. Atlantic Data to process DBS applications online.
- Third parties that provide specialist advice or guidance e.g., pension or benefit specialists. Third parties which undertake on our university's behalf the provision of learning and information services and IT support (including the provision of an email service for staff associated applications); specifically, to Google for the provision of the Google Apps service; Microsoft for the provision of Office 365; and to Blackboard for the hosting of the MyBeckett platform.
- Our university's legal advisers and insurers for handling legal, regulatory and insurance cases, if they arise.

- Our university's auditors for official purposes.
- Police, emergency services or other regulatory bodies (including the Disclosure & Barring Service and Home Office) in connection with the investigation or disclosure of a suspected or reported crime or the verification of identity.
- We may share your personal information with Trade Union for the processing of membership.
- We may share your personal information with other third parties, for example in the context of a TUPE arrangement or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.
- We may also need to share your personal information with a regulator or to otherwise comply with the law. This may include making returns to HMRC and disclosures to Governors such as senior staff remuneration reporting requirements.

5.2 Where we anticipate the transfer of personal data outside of the United Kingdom, we will ensure we do so where there are adequate legal protections in place.

5.3 Where there is not currently an adequacy agreement in place the university will implement, in line with the UK General Data Protection Regulation (GDPR), the appropriate data protection safeguards as determined by regulatory bodies as a ground for data transfers from the EU to third countries.

6. How do we store your personal data?

6.1 We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. At the end of a retention period, your personal data will be deleted securely and safely.

6.2 Your personal data will be retained in accordance with the retention periods set out in our Records Retention Schedule <http://www.leedsbeckett.ac.uk/records-retention/>. and is recorded in the university Information Asset Register.

7. What rights do I have about my data?

The University recognises and respects individual rights under the General Data Protection Regulation (GDPR). For further information please see the University privacy page for your individual rights.

[Privacy - Your rights and freedoms | Leeds Beckett University](#)

8. How to complain

[Leeds Beckett University Privacy Notice | Leeds Beckett University](#)

9. Changes to this privacy notice

We keep our privacy notices under regular review. This privacy notice was last updated in February 2023.