

## Staff Fair Processing Statement (Privacy Notice)

The purpose of this Privacy Notice is to detail what personal information is collected by the University of South Wales and its subsidiary companies (for the purposes of this document referred to as USW Group) and how this information is used.

In this statement “USW Group”, “us”, “our” and “we” means University of South Wales and the University’s subsidiary Companies of Professional and Support Services Limited, Merthyr Tydfil College and Royal Welsh College of Music and Drama.

The University of South Wales is the data controller with regard to information held about its staff, and it is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR).

The USW Group is committed to protecting your personal and sensitive personal data, working in accordance with current data protection legislation. We are registered as a data controller with the Information Commissioner’s Office under registration number Z6472800 for the University of South Wales, Z9702162 for Royal Welsh College of Music and Drama, Z2091473 for Merthyr Tydfil College and ZB013039 for Professional and Support Services Limited.

Your employing organisation is detailed on your contract of employment.

The University of South Wales has a Data Protection Officer who can be contacted through [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk).

### What information do we collect?

During the course of an individual’s employment with the USW Group, the following types of information could be collected and processed including -

- Contact details, name, address, telephone number, email address, photograph, and other identifying information (national insurance number and date of birth)
- Information relating to right to work in the UK including passport, qualifications, skills, experience and membership of professional bodies.
- Information submitted as part of the application form
- Contact details of the next of kin to be used in an emergency.
- Banking details for salary payment purposes.
- Personal information relating to USW Group processes and procedures including disciplinary, grievance, capability, maternity/paternity/adoption, parental and other forms of special leave, flexible working requests and personal relationships with other members of the USW community.

- For international staff: Copies of passports, visas and any other documents required to ensure compliance with UKVI requirements.
- Photographs and where applicable recordings of lectures
- Information related to the prevention and detection of crime and the safety and security of staff, including CCTV, car park logs and door access data.
- Information captured and recorded by USW Group systems that log location data
- IT use and email communication information, including login information for our IT systems, IP address(es), equipment allocated to staff and records of network access.
- Information relating to remuneration and pay (including pay history, pension membership/payments, tax status and deductions from salary)
- Declarations of interest in relation to work undertaken outside of the USW Group and details of any gifts and hospitality received.
- Development (and training) records, Development and Performance Review, teaching observation records.
- Membership of professional bodies associated with work at the USW Group
- Timetabling and workload allocation detail, shift patterns and rosters
- Information generated as part of the day to day business contained in emails, correspondence and calendars.
- Health & Safety information including risk assessments, Display Screen Equipment assessments, accident records and H&S training records
- Car registration, driving licence, insurance details and for purposes relating to on site car parking.
- Personal research records
- Information about languages spoken and written

The USW Group will process, where appropriate **'Special Category'** personal data together with 'Criminal Conviction' data. This would include:

- Information relating to sex, race, ethnicity, religious beliefs, philosophical beliefs, marital status and sexual orientation.
- Occupational health records for staff who have been referred to the OH service
- Information relating to sickness/absence
- A medical questionnaire (new starters) and health surveillance records with regard to appropriate posts and their post holders
- Information held relating to leavers where the reason relates to ill health, injury or disability.
- Trade union membership where subscriptions are paid via payroll

- Record of a Disclosure and Barring Service check in line with the Disclosure and Barring Service's storage requirements

Where appropriate, the USW Group may hold and process personal data in relation to criminal offences and convictions. This information could be collected during the recruitment process, be provided by the individual or through third parties such as the police.

### Why do we collect this information?

USW has to collect personal data to satisfy a number of requirements:

- Human resource administration, financial administration and for pension provision.
- To record and support the disciplinary, capability and grievance processes and ensure that conduct is appropriate within the USW Group.
- Provision of services on behalf of the USW Group (e.g. if staff were doing work via USW Commercial Services)
- To provide information and respond to outside organisations such as HEFCW and HESA. Monitoring equal opportunities in line with legislation and good practice
- In order to provide references upon request about current and former employees.
- Carrying out research and statistical analysis (e.g. workforce planning)
- To monitor compliance with USW Group policies and procedures.
- Promoting the USW Group's services
- To ensure compliance with policies, network and information security including the prevention of unauthorised access to our IT and electronic communication systems and preventing malicious software distribution
- Safeguarding and promoting the welfare of students
- Ensuring staff and students' health, safety and security
- To fulfil the USW Group's legal obligations
- Preventing and detecting crime.
- For use in an emergency situation

*Special category personal data is held in order that the USW Group can carry out its legal obligations and exercise certain rights.*

- To ensure health and safety in the workplace and compliance with reporting requirements to enforcing authorities
- To monitor and manage sickness absence, fitness to work and administer benefits relating to statutory sickness/maternity/paternity pay and pensions.
- To provide appropriate workplace adjustments

- To provide occupational and wellbeing support to staff
- Monitoring equal opportunities in line with legislation and good practice
- To comply with employment law and other legislative and regulatory requirements that apply to the USW Group.

Criminal conviction data will only be held where it is required and legal to do so. This could be for the following purposes:

- To comply with employment and other laws.
- In consideration in relation to safeguarding
- To consider suitability for employment or continued employment

### What is our legal basis for processing?

In processing the personal data of staff the USW Group relies upon the following legal basis as appropriate:

- Processing is necessary for the performance of a contract with the data subject (Including but not limited to processing payment/expenses, enabling access to systems).
- Processing is necessary for compliance with a legal obligation (Including but not limited to checking the entitlement of an individual to work in the United Kingdom, Compliance with Health and Safety laws.)
- The performance of tasks carried out in the public interest (including but not limited to teaching and research).

To process special category data the USW Group relies upon the following legal basis:

- The processing is necessary for reasons of substantial public interest on the basis of Union or Member State Law (Including but not limited to equal opportunity monitoring and for undertaking DBS checks).
- Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment (Including but not limited to assessing fitness to work, making reasonable adjustments, recording absences from work, administering trade union membership etc).
- The processing is necessary for the establishment, exercise or defence of legal claims.
- The processing is necessary to protect the individual or another person's vital interests.

## Who are the recipients or categories of recipients?

Where necessary personal information will be shared internally within the faculties and departments across the USW Group. Such sharing will be subject to confidentiality protocols and access restrictions.

The USW Group will make some statutory and routine disclosures of personal data to third parties where appropriate. This section outlines the major organisations to which we may disclose data:

- Higher Education Statistics Agency (HESA)
- UK Visas and Immigration (UKVI)
- HM Revenue and Customs (HMRC)
- Pension schemes – including Teachers' Pensions (TP), the Local Government Pension Scheme (LGPS), the USS Scheme, and the FlexHE scheme
- Research sponsors/funders
- Trade unions
- Potential employers (where a reference is requested)
- Benefits Agency as required by the Social Security Administration Act 1992
- Child Support Agency as required by the Child Support Information Regulations 2008 (no.2551)
- USW Group websites\*
- Police and Security Services, where appropriate data protection protocols have been followed
- The USW Group's insurers
- Professional/Regulatory Bodies

\*For promotional purposes limited biographical information will be available on the USW Group's websites. Staff may amend and upload this information at their own discretion.

Personal data may also be disclosed when legally required or where there is a legitimate interest, either for the USW Group or the data subject, taking into account any prejudice or harm that may be caused to the data subject.

The USW Group may also use third party companies as data processors to carry out certain administrative functions on behalf of the USW Group. If so, a written contract will be put in place to ensure that any personal data disclosed will be held in accordance with the data protection laws.

### **Transfers to third countries and the safeguards in place**

Data from the main USW Group systems is held and stored within the United Kingdom. Where data is processed outside Europe, the USW Group will ensure that appropriate security measures are taken to protect this information and that there is a legal framework in place that makes this transfer lawful.

The USW Group undertakes some activity overseas. On occasions some personal information relating to travel, teaching, etc will be disclosed.

For staff working at the USW Dubai campus the normal personal data associated with new starters and general employment will be disclosed to appropriate persons/ authorities.

### **Retention of data**

All data held about USW activities and all personal data will be stored securely and appropriately in line with the USW Group's [Retention Schedule](#).

This Schedule is reviewed periodically and it serves to determine how long certain information will be retained.

### **Security of data**

Information and data related to general USW Group activities (e.g. trade union consultation, policy discussions and implementation) will be retained in accordance with the [Retention Schedule](#) in appropriate storage units (lockable filing cabinets).

Personal information is retained on secure electronic systems where password access is strictly controlled, so that managers and staff can only see the information that is appropriate to them and necessary for fulfilment of the job role. Personal files and other sensitive data (hard copy) are retained in lockable filing cabinets within locked and access-restricted rooms.

Data that is archived is currently sent to a third party supplier that has satisfied all USW Group requirements for security measures and retention protocols.

### **Your rights**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Please visit the [University Data Protection webpages](#) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Secretary's Office,  
 University of South Wales  
 Pontypridd,  
 CF37 1DL

Email: [dataprotection@southwales.ac.uk](mailto:dataprotection@southwales.ac.uk)

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office,  
 Wycliffe House,  
 Water Lane,  
 Wilmslow,  
 Cheshire,  
 SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

#### Document Information

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