

## **Staff Privacy Notice**

During your application for a position and employment with the Courtauld you will be asked to provide some personal information for our records. The statement below explains how the Courtauld will process this data. Your application data will form part of your staff record.

Your data will be processed by the Courtauld, a data controller under the definitions of the UK Data Protection Act 2018.

### **1. Where we collect your personal data from**

Your personal data is collected from the following sources:

- a) you – you provide data through application forms, CVs, resumes, identity documents, interviews, forms completed by you at the start of or during employment, correspondence with the College, meetings or other assessments
- b) third parties – The Courtauld obtains data from various organisations such as your former employers, companies that conduct criminal records checks on behalf of The Courtauld.

### **2. The data we collect**

The Courtauld collects the following data:

- a) personal details (such as name, date of birth, gender, marital status, national insurance number, nationality and passport information);
- b) contact details (such as your address, personal telephone number and personal email address);
- c) confirmation of your identity (such as photographs and a copy of your driving licence);
- d) recruitment information (such as copies of right to work documents, professional qualifications, criminal records, language capabilities, training courses attended, references and other information included in a CV or cover letter or as part of the application process);
- e) information about your family and others (such as dependents, next of kin and emergency contact numbers);
- f) information about your remuneration (such as bank account details, payroll records, tax status information, salary history, pension and benefits);
- g) information about your employment with us (such as start and end date, location of employment / workplace, holiday entitlement and requests, records of absences and information around resignation or termination of employment);
- h) information about your previous employment (such as job titles, work history, working hours, training records, professional memberships, salary / compensation history);
- i) your performance with us (such as appraisal information, individual performance reviews and colleague and customer feedback);
- j) information relating to benefits (such as occupational health records and referrals, sick pay, pensions, insurance and parental leave);

- k) information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- l) equality and diversity monitoring information, including information about your ethnic origin, sexual orientation, gender identity, health and religion or belief.
- m)
- n) vehicle information (such as driving licence number, vehicle registration and driving history);
- o) employee relations information, such as disciplinary and grievances;
- p) security information (such as CCTV footage and key card information); and
- q) information about your use of our information and communications systems (such as emails, calls, correspondence and other communications).

### **3. What we do with your data**

The Courtauld processes the information for the following purposes:

- a) to enter into an employment contract with you and to fulfil its obligations under that contract – (e.g to pay you and administer benefits)
- b) to fulfil its legal obligations – (e.g to ensure you are entitled to work in the UK)
- c) to fulfil its regulatory obligations (e.g. reporting on certain elements of staff data to the OfS, UKRI, UKVI or designated body)
- d) to participate in exercises run by funding bodies (e.g REF)
- e) to run recruitment and promotion processes
- f) to maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights
- g) to operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- h) to operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
- i) to operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- j) to obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- k) to operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- l) to ensure effective general HR and business administration;
- m) to provide references on request for current or former employees;
- n) to respond to and defend against legal claims; and
- o) to maintain and promote equality, diversity and inclusion in the workplace

### **4. Sharing your data with third parties**

Staff information is disclosed to certain third parties including:

- a) relevant Government departments/agencies, e.g., Higher Education Statistics Agency, Higher Education Funding Council for England, Criminal Records Bureau
  - b) potential employers on receipt of a reference request
  - c) potential providers of education where a reference is requested
  - d) internal and external auditors.
- e) to any organisation that may be contracted by the Courtauld to undertake criminal convictions checks
  - f) to any organisation that may be contracted by the Courtauld to provide occupational health and/or employee assistance programme services
  - g) to any organisation that may be contracted by the Courtauld to provide benchmarking or other services to enhance institutional efficiency
  - h) to Her Majesty's Revenue and Customs
  - i) to funding bodies to participate in exercises they run (e.g REF)
  - j) to the Office for Students, UKRI, UKVI, or designated data body
  - k) to the trustees of the Universities Superannuation Scheme and the London Pensions Fund Authority and their agents
  - l) to cooperate with the HSE in relation to their investigations of accidents at work

Disclosures to organisations not listed above will only be made in specific legitimate circumstances. Your consent will be sought where necessary, unless exceptional circumstances apply.

Information about you may be displayed on the Courtauld web pages for the functioning and management of the Courtauld. Photographs should only be included with your consent. In cases where you consider that this might cause you significant damage or distress, you should make your objection known to the person responsible for the relevant web pages.

Release of information in connection with your employment may be required under the Freedom of Information Act.

### **Higher Education Statistics Agency**

Some information held about you by the Courtauld is sent in coded and anonymised form to the Higher Education Statistics Agency (HESA) annually. This forms your HESA record which includes information about ethnicity and disability, if it has been disclosed to the Institute.

For more information about how HESA uses these data, refer to the HESA Data Protection statement (<https://www.hesa.ac.uk/>). Your record will not be used by HESA in a way that would affect you individually.

Your name and contact details will not be made available to HESA; precautions are taken to minimise the risk of identification of individuals from the published data.

## **5. Keeping your data up to date**

It is your responsibility to ensure your contact data is kept up to date. Please email [hr@courtauld.ac.uk](mailto:hr@courtauld.ac.uk) with your new details so HR can update the HR portal.

## **6. The Courtauld's approach to data protection**

You can find more information about our approach to data protection in our Privacy Policy. This includes:

- Our grounds for processing your personal data
- Sensitive Data
- Your data protection rights
- International Transfers
- Data Security
- Data Retention
- How to contact our DPO
- How to complain

The Courtauld's Privacy Policy can be found at <https://courtauld.ac.uk/about/policies/privacy>