Data Privacy Notice for Staff

At The Queen's Foundation, we respect the dignity and worth of each person and this includes the way we treat personal data.

Please read this notice carefully as it explains how and why we collect, use, store and share your personal data, what your rights are in relation to your data, and what to do if you have a query or complaint.

The Queen's Foundation (Somerset Road, Birmingham, B15 2QH) is the data controller as defined in the General Data Protection Regulations (GDPR) and Data Protection Act 2018. You are welcome to contact our Chief Operating Officer (COO), who manages Data Protection on behalf of the Queen's Foundation, by emailing dataprotection@queens.ac.uk.

How your personal data is obtained

The Foundation may collect your data in a number of ways, for example:

- Personal data you provide when you join. This includes any information you provide during any part of the recruitment process, including your application form, any associated emails or telephone calls.
- Personal data provided to us by third parties, for example, from references.
- DBS providers.

All such data is held securely and will only be shared on a strictly need-to-know basis.

The type of personal data collected

We collect the following types of personal data about you:

- Name, including change of name data
- Contact information
- Date of birth, gender, marital status
- ID and Right to Work information, such as passport number, nationality, and any relevant visa or right to remain information
- Details for emergency contacts ***(please note that it is your responsibility to ensure that your emergency contact has given their consent for you to provide us with their personal data)***
- Bank details for the payment of salary or other payments
- Information relating to your education and employment history
- 'Special category data' such as information regarding your ethnic origin, religion or similar beliefs, health or disability information, sexual orientation, or gender reassignment. This 'special category data' is used to help us provide for reasonable adjustments, for equal opportunities, and/or for reporting and monitoring purposes. We will always ask for your specific consent to collect such data. It will be held securely, and access to it will be carefully controlled
- Any CCTV footage on campus
- On-campus safety information, such as accident or near miss records

- Information about criminal offences and convictions may be held if you disclose these to us or they are brought to our attention, for example, via a Disclosure and Barring Service (DBS) check. Personal data relating to criminal convictions will be retained confidentially and securely and access to it will be strictly controlled. We will use information about criminal convictions and offences in the following ways:
    - to consider your suitability to join (or remain part of) the Foundation
    - to put in place any support or other measures necessary
    - to comply with regulatory requirements
    - in consideration of safeguarding issues.
- Personal data provided by you for the Foundation to use to carry out a DBS check may be stored and used by the Foundation, for the same purpose, throughout the duration of your employment. After your employment it will only be kept for as long as it is needed, after which it will be securely destroyed
- If you live in Foundation accommodation, records concerning your tenancy, such as: dates of tenancy; financial information; and health or access requirements
- If you provide contact details or any other personal information to the Chaplain or Wellbeing Officer, they will use it to contact you. These will not be shared with an external organisation unless required by law
- Photography/filming of events, activities, or publicity where staff, students and members of the public may appear in the resulting images.

How your personal data will be used

The Queen's Foundation will process your personal data for the following purposes:

- To manage and administer your employment
- To administer your financial relationship with the Foundation and any sponsor or other funding body
- To deliver services and facilities to you (for example, IT, accommodation, access requirements, dietary requirements)
- To enable you to take part in wider Foundation events and activities
- To communicate effectively with you by post, email, phone, or other electronic media
- To support your safety, wellbeing, and welfare
- To compile statistics and conduct research for statutory reporting purposes
- To manage and develop the Foundation's business, including the exercise of good governance practices
- To support delivery of the Foundation's statutory and regulatory accountabilities
- To make audio or video recordings of meetings or other events and activities which you may attend and participate in. The purposes include minute taking, sharing the event with those invited but unable to attend, making reasonable adjustments for people with disabilities in compliance with the Equality Act 2010, marketing, and historical archiving
- Photographs and videos may be used in internal and external promotional material (print and electronic), including, but not limited to, our website and social media pages. Photographs/videos which are shared to our website or social media pages may remain on these sites indefinitely. We keep photographs/films for as long as it is necessary and useful for our core business purposes. When this time has been reached, the photographs/films are securely destroyed.

Processing your personal data as above is necessary for:

- the performance of our contractual obligations with you, such as the management of your employment, accommodation, and welfare
- compliance with any legal duty (such as equal opportunities monitoring), or regulatory obligations (such as reporting to Government agencies or bodies)
- the pursuit of the legitimate interests of the Foundation. Legitimate interests means that the Foundation needs your personal data to carry out its task of providing you with a suitable Foundation experience. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, there is limited privacy impact on you as the individual and we think you would reasonably expect us to use the personal data in the way that we wish to
- We may also use your data, typically in an emergency, where this is necessary to protect your vital interests (e.g. to save your life), or someone else's vital interests
- We do not use your personal data to carry out any wholly automated decision-making that affects you.

The lawful basis for processing your data

The lawful basis for the above processes is legitimate interests. Legitimate interests means that we need to process the personal information to fulfil our objectives and we believe it will not adversely affect you.

We will only process your special category data where one or more of the following applies:

- Explicit consent – where you have given us explicit consent (for example photography/filming for general and/or specific purposes, special category personal data you choose to provide during enrolment, etc.)
- Vital interests – the processing is necessary to protect the vital interests of the individual or of another natural person where the data subject is physically or legally incapable of giving consent. (This is typically limited to processing needed for medical emergencies.)
- Public information – the processing relates to personal data which is manifestly made public by the data subject
- Legal claims – the processing is necessary for the establishment, the exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
- Substantial public interest – the processing is necessary for reasons of substantial public interest under statutory requirements
- Healthcare – the processing is necessary for healthcare purposes and is subject to suitable safeguards
- Public health – the processing is necessary for public health purposes
- Archiving – the processing is necessary for archiving purposes, or statistical purposes.

Where another lawful basis does not apply, we will process your data on the basis of your consent. If we ask for your consent for any specific use of your personal data, we will explain why we are requesting your data and how we will use it.

You can withdraw your consent to these types of data processing by contacting the COO on dataprotection@queens.ac.uk.

How your personal data is stored

We keep your personal data secure using both physical and technical measures. Where appropriate, we will anonymise data to ensure that it cannot be used to identify you and/or use password protection to ensure that the data cannot be accessed without proper authorisation.

Staff data is held in core administrative systems and databases. It is also held locally in email, network storage and paper files. Access to each system is limited to approved Foundation staff members.

Hard copies of personal information are kept in a secure location and personal data stored electronically is on our secure IT network whose servers are located within the UK. Where we may engage third parties to process personal data it will be on the basis of a written contract which conforms to the security requirement of the UK GDPR and DPA 2018.

How long your personal data will be kept

How long we store your personal data depends on the purpose and lawful basis it was collected for. Once the purpose has been completed and the lawful basis no longer exists, the personal data is securely disposed of or permanently deleted.

The Foundation may also use your data to provide monitoring to inform and support effective Equality, Diversity and Inclusion practice. Data which may be used for such purposes will be anonymised, and will not be used to make decisions about you.

The Foundation creates back-up files for archiving and business continuity purposes (i.e. being able to reinstate data after a systems failure). These back-ups are only kept for as long as necessary and then deleted or overwritten.

Who will access your personal data

The Foundation is committed to protecting the privacy of its staff.

Any hard copies of personal data are kept in a secure location, while personal data that is held electronically is stored on our secure IT network.

Within the Foundation, your data is shared only on a ‘need-to-know’ basis.

In the case of accessibility needs or dietary requirements, we will also share this information with trusted third parties, for example, an external catering service.

Please be aware that we will share your personal data if we believe someone’s life is in danger, or we believe we are compelled to by law. We will never sell your details to a third party or transfer your data outside of our secure IT network.

Who the Foundation shares your personal data with

The Foundation will share your information where there is a statutory obligation to do so, for example with law enforcement agencies, and may not be able to inform you of the sharing, for example where this may compromise any investigation.

During your employment, data may be shared with external agencies, for example the Higher Education Statistics Agency (HESA), or for occupational health support. You will be asked for consent to share any data with an external agency if the purpose is to secure non-urgent but specialist support. If there is an urgent need for specialist medical help, the Foundation will seek consent to share any data but might act without consent if it is to protect your vital interests (i.e. life) or that of another person. In this circumstance the Foundation may contact third parties, such as medical or emergency services when it judges this to be reasonable course of action which is in the best interests of those concerned.

Your personal data may also be shared with other external organisations as necessary and as permitted or required by law, including:

- External debt collection agencies
- Potential employers, where you have nominated a member of Foundation staff as a referee for a job application. If we do so it is with your consent, which may be written or verbal. The Foundation may choose to show you the reference but there is no obligation to do so as under the data protection laws references are exempt from disclosure to you by both the organisation providing the reference or the organisation receiving the reference.
- Police and other law enforcement agencies, for the prevention or detection of crime
- Individuals or organisations providing specific services to, or on behalf of, the Foundation. For example, consultants, external Occupational Health services, insurers or legal consultants and IT system providers such as but not limited to Microsoft, Zoom and other providers used from time to time
- Registration with the Foundation computer system means that your name and Foundation email address will appear in the Foundation's global email system and may appear on the Foundation's website.
- Your photo may be used for the purpose of identification and saved to staff records.
- The Foundation may commission photography / videos on campus or at specific events, for use in internal and external promotional material or for archives. Staff, students and members of the public may appear in the resulting images, which may be published in print, electronically and on the internet / intranet. The lawful basis for photography is legitimate interests. Notices (for example via email or posters) will be published to indicate that photography / filming is taking place. People have the right not to appear in photography and can arrange this by contacting the event organiser or the Director of Operations at dataprotection@queens.ac.uk. However, there may not be a reasonable way to ensure that the person will not appear in the photography whilst at the event.

What rights do I have regarding my personal data?

You have the right to be informed about how we collect and use your personal data. You have the right to correct or update your personal data at any time, and we strongly encourage you to do this so that we retain accurate records. Please get in touch with HR@queens.ac.uk to update your details.

You have the right to restrict the processing of your data, to object to the processing of your data or to request to have your personal data erased. If the lawful basis through which we are using your data is your consent, you have the right to withdraw your consent at any time.

Depending on the situation, you have the right to data portability. This means that if you request it, we will provide you with a copy of the personal data you have provided to us so that you can transfer it to another data controller.

You have the right to see what personal data we have about you. You may have the right to have your personal data deleted, the right to restrict processing, the right to object and / or the right to data portability.

You can find more information about these rights and how to exercise them in our Data Protection Policy, which can be found on our website.

Data protection law also gives you rights regarding 'automated individual decision-making and profiling'. However, The Queen's Foundation does not carry out any 'automated individual decision-making and profiling' so these rights are not relevant to your personal data collected by us.

What to do if you have a concern about how your personal data is being processed

If you have any concerns about the way your personal data is being processed or a query about this Privacy Notice, please contact the COO by email at dataprotection@queens.ac.uk or by post.

You have the right to lodge a complaint with the Information Commissioner's Office about our handing of your personal data. To find out more, visit their website, at https://ico.org.uk/concerns/handling/.

Where can I get more information?

To read The Queen's Foundation's Data Protection Policy please click here.

The regulatory body is the Information Commissioner's Office (ICO). To read about data protection law in the UK please click https://ico.org.uk/your-data-matters/.

Changes to this Privacy Notice

We may change this privacy notice from time to time. When we do, we will inform you by e-mail, highlighting the specific change.