

## **EMPLOYEE PRIVACY NOTICE**

### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR.

### **What we collect**

The personal data which the University processes includes:

- your name, address and contact details (including your email address and telephone number);
- marital and dependent status for when we need to administer benefits such as health insurance or pension benefits;
- beneficiary and emergency contact information;
- bank account details and payroll related information;
- government identification number such as your national insurance number, driving licence number or other form of identification;
- employment records (including professional memberships, references, work history and proof of work eligibility);and
- other personal details included in your application to the University.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR.

We may also process still and video images of you on our CCTV system. This will be used for purposes including the prevention and detection of crime, maintenance of public safety and the security of the University’s premises.

### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the GDPR, you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

### **How we process your data**

The University will process your personal data for the following purposes.

#### **Purpose 1 – Administration of Employment**

We will process your personal data in order to administrate your employment. This will include the processing of pay and benefits, details of performance reviews, recording absence and attendance, maintaining details of education, training and development, the processing of any promotion or change in role, the processing of any work related claims and the processing of any disciplinary or grievance.

#### **Legal basis for processing your information for Purpose 1**

The processing of your personal data for Purpose 1 is necessary on the grounds of the University fulfilling its obligations under the employment contract with you (GDPR Article 6(1)(b)). The processing of Sensitive Categories of Data is necessary on the grounds of the University carrying out its obligations under employment legislation (GDPR Article 9(2)(b)).

#### **Purpose 2 – Compliance with Applicable Laws**

The University is required to comply with applicable laws which includes equality and diversity legislation under the Equality Act 2010, health and safety law, the prevention of fraud and bribery, compliance with counter-terrorism legislation and submitting data to the relevant government bodies such as HMRC. The University will process your personal data to ensure that it complies with the appropriate legislation.

#### **Legal basis for processing your information for Purpose 2**

The processing of your personal data for Purpose 2 is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)). The processing of Sensitive Categories of Data is necessary on the grounds of the University fulfilling its legal obligations (GDPR Article 6(1)(c)) and complying with laws which are in the public interest (GDPR Article 9(2)(g)).

### **Purpose 3 – IT Usage**

The University will process your personal data when you use its IT facilities. This is to ensure that the University ensures its systems are secure and they are being used appropriately in accordance with its Information Security Policy.

#### **Legal basis for processing your information for Purpose 3**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 4 – Third Party Agreements**

The University has a number of agreements with third parties which includes benefit providers, organisations relating to occupational health and Disclosure Barring Service organisations.

The processing of your personal data will ensure that you receive the appropriate assistance and benefits when employed at the University and that we conduct the relevant checks and reports relating to your employment.

#### **Legal basis for processing your information for Purpose 4**

The processing of your personal data for purpose 4 is necessary on the grounds of the University's legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 5 – Security**

Your safety and the security of your property is very important to the University. We will therefore process your personal information which includes the use of CCTV footage to ensure that the University's premises remains safe and secure.

#### **Legal basis for processing your information for Purpose 5**

The processing of your personal data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

### **Purpose 6 – Emergencies**

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in events which include accidents, illnesses or concerns regarding your wellbeing.

#### **Legal basis for processing your information for Purpose 6**

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Sensitive Categories of Data is necessary on the grounds of the University protecting your vital interests (GDPR Article 9(2)(c)).