

We get information about you from the following sources:

- Directly from you, including Application Form and Equality Monitoring Forms for our employee applicants.
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- Conflict of interest declarations or gift declarations.
- Your responses to staff surveys if this data is not anonymised.
- Information relating to your salary, annual leave, pension, benefits and any other payments between you and us.
- If you drive a vehicle on BU business, a record of you having a valid driving licence and business insurance cover.
- Employment records (including job titles, work history, working hours, variations to terms and conditions, flexi-time, leave, sabbaticals, academic study leave, career breaks, paternity, maternity, adoption and other family leave, training records - including details of whether you have completed mandatory BU training and any professional memberships).
- Pension details including membership of occupational pension schemes (current and previous).
- Information relating to your performance and training. We use this information to assess your performance, undertake appraisal and to deal with any employer / employee related disputes. We also use it to meet the training and development needs required for your role.
- Information relating to your performance at work e.g. probation reviews, personal development plans, pay progression applications, promotions.
- Audio or video recording of lectures, presentations or training events, such as Panopto lecture capture system. Meetings may be recorded where there is a need for reasonable adjustments (see [Accessibility Guidance](#)) and agreement from the attendees.
- Information relating to any matters or complaints raised and investigated under BU policies and procedures, such as the Absence Management Policy, Dignity and Respect (Harassment) Policy, Disciplinary Procedure, Grievance Procedure, Sexual Harassment and Sexual Misconduct Policy and Performance Framework (Support and Development).
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- Health and wellbeing information either declared by you or obtained from health questionnaire(s), occupational health referrals and reports, sickness absence forms or fit notes i.e. Statement of Fitness for Work from your GP or hospital.
- Where you leave employment and the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision.
- Information required for medical physicians and / or pension providers.
- Accident records if you have an accident at work.
- Details of any DSE assessments, access needs or reasonable adjustments.
- Information you have provided regarding Protected Characteristics as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring. This includes ethnic origin, religion or belief, sexual orientation, sexual identity, disability and may be extended to include other protected characteristics.
- Details of any absences (other than holidays) from work including time on sick leave.
- Trade Union membership for the purpose of the deduction of subscriptions directly from salary or withholding of pay (for strike or action short of strike).

Where staff are fulfilling the role of Personal Tutor there will be records of their engagements with students in this capacity. These are in the form of records created by staff themselves in the BU Personal Tutor note-taking system and data reports generated from those records. This information will be created and managed in accordance with the [Personal Tutor policy \(5D\)](#), and associated Faculty and University guidance. Similarly, for those involved in the Learner Analytics there will be records of student engagement and learning. Further detail on this can be found [here](#) in the Learner Analytics privacy notice and code of practice.

In summary, the majority of data is processed because it is necessary to perform a contract or to take steps at your request before entering a contract with you or your employer or to comply with a legal obligation, such as employment legislation or HESA requirements.

Some processing is carried in the public interest such as when the University is carrying out staffing reviews, wherever possible this data will be anonymised.

We hold emergency contact details which will be used to protect your legitimate and vital interest in an emergency situation. Further, occasionally we may decide that we need to process certain information about you without relying on your consent: for example, because the processing is necessary to protect your or another person's vital interest, to safeguard the welfare of you or someone else or to comply with our legal obligations. In all cases, we will consider that the scope of data being processed and the way in which we will process it means that our approach is proportionate, and the legitimate interests are not outweighed by damage to the rights of the individuals.

Where required we will obtain your consent to use your personal information, for example to set up a job alert by email.

Some information is processed in order to ensure the security of our network and to protect data in our care. Specifically, we rely on the following lawful basis for processing your personal data under the UK GDPR:

- performance of a contract or to take steps at your request before entering a contract.
- comply with our legal obligations.
- protect your vital interests or those of another person.
- performance of our public task.
- purposes of our or another person's legitimate interest.

In relation to criminal convictions and offences, processing of this nature is necessary to meet our legal obligations and will be subject to suitable safeguards.

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- explicit consent.
- carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- protect your vital interests or those of another person where you are incapable of giving your consent.
- personal data manifestly made public by you
- establishment, exercise or defence of legal claims.
- processing is necessary for reasons of substantial public interest
- archiving purposes in the public interest or statistical purposes.

In addition we rely on the processing condition at Schedule 1 part 1 paragraph 1 of the Data Protection Act 2018. This relates to the processing of special category data for employment purposes.

Much of the personal data described in the rest of this privacy notice will be held in electronic form in systems provided or hosted by BU, including systems we have procured from third party providers. Separate privacy information will be given to you about some of these systems. Some of your information may be held in cloud-based systems. We enter into agreements with IT service providers so that we have appropriate assurances in

- current, past or potential employers of our staff (to provide or obtain references with your consent)
- letting agents, banks, mortgage companies (to provide references with your consent)
- professional and regulatory bodies (e.g. NMC, HCPC, BPS, SRA, BSB, ACCA) in relation to the confirmation of conduct including complaints, job description and information provided as part of the recruitment process
- Companies House in respect of director and company secretarial appointments and resignations for BU subsidiary companies (with your consent and in accordance with our legal obligations)
- external organisations for the purposes of gaining professional accreditations or memberships (e.g. AACSB, AMBA, EQUIS). This information may include your name, career history, membership of professional associations and your publications
- external assessors in respect of recruitment information relating to Professorial or Senior roles
- UK Higher Education Funding Bodies and associated organisations including the REF, Research England, UK Research & Innovation, DfE, HEFCE and HEFCW and SFC
- if your appointment is externally funded, the relevant funding body
- the Higher Education Statistics Agency (HESA) on an annual basis in respect of anonymised data on our staff and Board members. For further information on how HESA collect and process information please see their website: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>
- government departments and agencies where we have a statutory obligation or other legal basis to provide information (e.g. Her Majesty's Revenue and Customs (HMRC), the Higher Education Funding Council for England (HEFCE), the Home Office (in connection with UK visas and immigration))
- for roles that require security and criminal records checks, you'll be asked to share your data with the Disclosure and Barring Service (DBS) and GBG Group, our external provider of online disclosure services
- third parties who work with us to provide staff support services (e.g. coaching and mentoring and occupational health services)
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- Names of members of Council and Senate
- Names and academic qualifications of staff
- Staff biographies
- Workplace contact details
- Other information relating to staff that they have agreed to share in the public domain or on our website.

We will send some of the staff information we hold to the Higher Education Statistics Agency (HESA). This does not include the name or contact details of staff. HESA collects and is responsible for the database in which HESA staff records are stored. HESA uses that information in its own right – to publish statistics about staff in higher education, for example. HESA also processes the information held in the databases for other organisations. The data protection laws also apply to HESA.

If a member of staff provides us with information about their disability status, ethnicity, sexual orientation, gender reassignment, parental leave or religion, this will be included in the HESA staff record. This helps to make sure people are being given equal opportunities and to prevent unlawful discrimination. HESA will not use this information in any way to make decisions about you.

For more information about the way HESA use staff information please visit the HESA website which contains the staff collection notice.

We will share personal data with emergency services and/or the person you have identified to us as being your emergency contact, where this is necessary to safeguard your position or that of other individuals.

We will also share person

the cloud provider and entering into a contract with them which applies protections of the same type and level required by data protection laws within the UK;

- Where you are based outside the UK in a country which is not subject to an adequacy decision and we need to send you emails or other communications which are necessary for the performance of our contract with you or for implementing pre-contractual measures which you have asked us to take (e.g. processing your application or enquiry). In these circumstances the data protection laws say that transfer is permitted; or
- With your consent.

Email: casework@ico.org.uk

Tel: 0303 123 1113

Post:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

where they believe that a crime has been or may have been committed and we are satisfied that the CCTV footage may assist them in their investigation and disclosure would comply with the data protection legislation.

- Management of car parks and provision of parking permits. This includes sharing data with the third party provider of parking enforcement services.

Your data is processed within BU when we process any application you make for a BU parking permits. A third party provider carries out monitoring and enforcement of the terms and conditions of use of BU car parks. Separate privacy information about this processing is provided on the signs in BU car parks and when you make any application for a BU parking permit.

The recognised unions at BU (UCU and UNISON) are controllers for the personal information connected to your union membership. BU holds some union subscription details in order to process salary deductions for union membership for which you will have given your consent.

All of our IT systems are auditable and can be monitored, though we don't do so routinely. We are committed to respecting individual users' reasonable expectations of privacy concerning the use of our IT systems and equipment. However, we reserve the right to log and monitor such use in line with our [Acceptable Use Policy](#) and [BU Staff and Authorised Users Information Security Policy](#). BU reserves the right to use monitoring activities to protect against threats to its students, staff and to the university itself.

All staff are all issued with a Smartcard pass that displays their name, staff reference number and photograph. This is a multi-function card and contains key information that is utilised by a number of systems around BU, including for the swipe access system for the entry and exit of our premises. Smartcards details (names, numbers and photographs) are held on BU Servers controlled by Estates and can only be accessed by a restricted number of people.
