

Staff Privacy Notice

This privacy notice provides information about the use of personal data while you are a current or former member of staff of the University of London. This includes while you are a full-time, part-time permanent or fixed-term employee, in clerical, technical, administrative, professional and academic roles, freelancers, independent contractors, affiliated lecturers or academic visitors, academic contractors, consultants or other outsourced and non-permanent workers.

The data controller processing your data is the University of London. We are registered as a data controller with the Information Commissioner's Office (our registration number is Z5419651) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. You can contact our Data Protection Officer at data.protection@london.ac.uk or via the postal address of:

FAO Data Protection Officer

University of London
Senate House
Malet Street
London WC1E 7HU.

Further information is available on the [Policies website](#).

You might find you are given additional privacy notices as you engage with different areas of the University of London. You might also be given additional privacy notices if you use different services at the University of London.

While you work for, or with, the University of London we will collect, obtain

The personal data that the University holds about you as a member of staff includes the following:

Personal information

Your name

Photograph

Employee username

ID number

Date of birth

Gender

Nationality

National insurance (NI) number

Copies of documentation proving your right to work such as your passport or visa

Contact details (included a personal telephone number if you have given it to us)

Dietary requirements

Details of your right to work in the UK and your immigration status (where applicable)

Passport details

Job information

Your role title and department

Information about your employment contract such as:

- Start date/s

- Hours

- Contract type

- Salary

Information about any benefits you have received

Details of periods of leave taken by you, including:

- Holiday

- Sickness absence

- Family leave

- Sabbaticals

- Your bank details

Performance information

Assessments of your performance, including:

- Appraisals

- Performance reviews and ratings

Political opinions
Sexual orientation
Trade union affiliations, where applicable.

For certain roles, we seek information about past criminal convictions, working with children or vulnerable adults, and/or your fitness to practise in certain regulated professions.

We ask you to provide much of this data to us directly when you start your employment. We also collect data from you during your employment with us in relation to your activities as a member of staff. You might provide it to us independently for us to help you with something. We also generate some data about you ourselves (such as your employee ID and username).

We collect data from you when you:

Submit an application for a job

DBS certificate number

Other information in connection with your activities

Processing in the legitimate interests of the University or other

You have given us your consent to process your data for a specific purpose

We may sometimes ask for your consent to do something that involves use of your personal data. In some cases we might process your special category data with your consent. We will do

For purposes of preventive or occupational medicine and to assess your working capacity as an employee

Emergency

We take the security of your data seriously. Details on university wide measures surrounding IT security can be found in the University's IT Security Policy which sets out the definition of commitment to and requirements of Information Technology and Security. It specifies regulations to be implemented to secure information and technology that the University manages and to protect against the consequences of breaches of confidentiality, failures of integrity and interruption of availability.

We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions contained within a contract, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

As an individual whose data we process, you have certain rights in relation to your personal data. You can find detailed information about your rights in our [Guide to data protection rights](#) and while it is intended for students, the rights outlined in the document also relate to staff.

You have the right to:

1. Access personal data held by us about you, and to ask us to confirm that your personal data is being processed by the University of London
2. Withdraw your consent for us to process your personal data where we have relied on that consent as our legal basis.
3. Request that we rectify any inaccuracies where the data we hold about you is inaccurate or incomplete. Please be aware that we may need to verify the accuracy of new data you provide to us.
4. Have your data erased by us, where there is no good reason for us to continue to process it. We may not always be able to comply with your request of erasure for legal reasons which will be explained to you if they apply when we respond to your request. The circumstances where this applies can be found in the [guide to data protection rights](#).
5. Restrict the processing of your personal data in certain ways, for example if you dispute the accuracy of the personal data held by us.
6. Obtain personal data you have provided to us in a structured, commonly used and machine readable format for reuse.

