

Staff Data Privacy Notice

Introduction

Falmouth & Exeter Students' Union ('the SU') is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation.

This privacy notice explains how the SU processes and uses the personal data we collect from current and prospective employees.

This privacy notice relates to current and prospective employees who work for or have an expressed an interest in working for the SU in a role under which they have or would contract with the SU directly¹.

Where we collect information about you from

We collect information in the following ways:

When you apply for a role

When you apply for a role with the SU, you will complete an application form. This form will contain personal information about you. The SU has a duty to process this data for the purpose of considering you for that role. We will only share your application form with the interview panel. If your application is unsuccessful, we will keep your records for a maximum of 6 months, by which time they will be securely deleted from our servers.

When you become an employee

When you become an employee of the SU you form a contract with us which declares that we will process some personal and sensitive data to comply with our legal obligations and to fulfil our policies and procedures.

When a third party provides us with your data

Your information may be shared with us by independent organisations such as Her Majesty's Revenue and Customs or external references. These independent third parties will only do so when you have indicated that you have given consent or there is a legal obligation to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

What personal data we collect and how we use it

The type and quantity of information we collect and how we use it depends on why you are providing it.

¹ Therefore, it does not relate to those staff working for the SU under a contract with Falmouth University

Candidates

- If you are applying for one of our roles we will ask you to provide:
- Name
- Address
- Email Address
- Telephone Number
- Ethnic Origin
- Disability
- Employment and volunteering history
- Details of criminal convictions
- Details of training provided
- Relationship status with any the SU employees

If you are applying for a student staff role we will also ask you for the following details:

- Student Number
- Course of study
- Dates of study

We will use your data to:

- Communicate with you
- Provide anonymous equal opportunities monitoring
- Consider your application for the role

Third Party References

If you are a referee for an applicant, the applicant will provide the SU with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Profession
- Address
- Telephone number
- Email address

Employees

When you commence employment with the SU we will ask you to provide:

- Name
- Address
- Email Address
- Telephone number
- Date of Birth
- National Insurance Number
- Photo (for university IT account)
- Bank Account Details
- Third Party Remuneration Sources

- Emergency contact details
- Evidence of the Right to Work

During your employment, the SU may collect the following data:

- Health records and physician details
- Performance records

We will use your data to:

- Administrative functions relating to your employment including the payment of salaries
- Managing sickness, health and workplace performance

How we keep your data safe and who has access

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff.

All our suppliers run their operations inside the European Economic Area (EEA). They are subject to same data protection laws as companies based in the UK. By submitting your personal information to us, your personal data will be stored or processing at a location inside the European Economic Area.

We disclose your information to key suppliers with whom we hold contracts to deliver services for the SU. These suppliers are named below:

Supplier: Falmouth Exeter Plus
 Purpose: (1) For the creation of University associate accounts and ID badges
 (2) IT services that could be used for storage purposes. This includes but is not limited to Email, OneDrive, SharePoint.

Supplier: Charities Aid Foundation Bank Limited
 Purpose: Payment Transfers

Supplier: People's Pension
 Purpose: Pension service

In addition to these named parties, we may be required to disclose data containing limited personal information to auditors and financial advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and informed consent.

Keeping your information up to date

Employees are required to inform the SU's Finance and Administration Manager in the event of any changes to data or the discovery of any inaccuracies.

Understanding the detail of our data security measures

When we process your data, we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

The SU operates a [Data Protection and Information Security Policy](#), which is supported by a **handbook** for its staff.

All employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract that meets the requirements of the Information Commissioner's Office.

Your right to know what data we hold about you, make changes or ask us to stop using your data

You have a right to ask us to stop processing your personal data, and if it is not necessary for the purpose you provided it to us for we will do so. If you have any concerns, contact us at dataprotection@thesu.org.uk

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, you should complete a [Subject Access Request Form](#) with a description of the information you want to see and send that to us with the required proof of your identity to Data Protection, The Students' Union, Penryn Campus, Penryn, Cornwall TR10 9FE.

For further information see the [Information Commissioner's guidance](#).

Changes to this notice

From time to time, we may change this Privacy Notice. We will also review this notice annually. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting dataprotection@thesu.org.uk