



Version Number	Purpose/Change	Author	Date
1.0	First Draft	Data Governance Team	August 2019
2.0	Formatting changes, references to Employment Benefits	Data Governance Team (HL)	November 2022
2.1	To include third party processing –		



· Kept securely.

This Privacy Notice relates to Employees and Other Workers







withdrawn at any time by completing the appropriate fields on My View, the University of Suffolk's self-service system. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

### **How your data is collected**

Data is collected when you provide it to the University prior to, at commencement of and during employment. This may be through correspondence with you; or through interviews, meetings or other assessments.

Prior to employment this is through your application form and supporting documents such as a CV or cover letter.

For some parts of our application process, we use third party processors to check your Right to Work and authenticate your personal ID documents. These services are consent based and the employee should take note of the Privacy Notice provided by the third party. Applicants not wishing to use this service should discuss this with your University contact before providing this information to the third party. Once the Right to Work Checks are completed a result is issued to the University and this is held in your file.

At commencement of employment you provide additional data to allow us to legally employ you,



## The data we hold about you and how it is used

The organisation collects and processes a range of information about you. This includes:

- < All personal details supplied by you on your application form, CV etc. including your name, address and contact details, including email address and telephone number, date of birth and gender;
- < Copies of ID – such as passport, birth certificate, utility bill as provided;
- < the terms and conditions of your employment;
- < details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- < information about your remuneration, including entitlement to benefits such as pensions , insurance cover or statutory and occupational sick pay;
- < details of your bank account and national insurance number;
- < copies of any correspondence from a government agency as applicable, e.g. child support agency;
- < information about your marital status, next of kin, dependants and emergency contacts;
- < information about your nationality and entitlement to work in the UK;
- < information about your criminal record;
- < details of your schedule (days of work and working hours) and attendance at work;
- < details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- < details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- < assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- < information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- < details of trade union membership; and
- < equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief voluntarily supplied by you.

## Your data will, or may, be shared with the following recipients or categories of recipient:

Your information will be shared internally, including with members of the POD (People and Organisational Development) team (including payroll), your line manager, managers in the business area in which you work, Planning and Management Information and IT staff if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party



providers and obtain necessary criminal records checks from the Disclosure and Barring Service. In those circumstances, the data



## How your data is stored internally

Data is stored in a range of different places including:

- < in your personnel file;
- < in the organisation's human resource management systems (including the POD & Payroll system, Performance Management & Appraisal system, timetabling and workload allocation system); and
- < in other IT systems (including the organisation's email system).

## How long is the data kept for?

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in the relevant data retention schedule.

## Automated decision-making

Employment decisions are not based solely on automated decision-making.

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I, \_\_\_\_\_ (name), acknowledge that on \_\_\_\_\_ (date),

I received a copy of the University of Suffolk's Privacy Notice for Employees and other Workers and that I have read and understood it.

Signature

.....

Name

.....

If your role is subject to a DBS check please also read and sign the declaration below.

I have read the standard/enhanced check privacy policy for applicants