



Selwyn College Cambridge

How we use your personal information

Staff and Senior Members

This statement explains how Selwyn College (“Selwyn”, “we”, “our”, “the College”, “us”) handles and uses data we collect about our staff and senior members (“you” and “your”). For these purposes, “staff” is intended to include employees, workers and casual workers and contractors (e.g. undergraduate supervisors, ad-hoc or temporary maintenance, kitchen or catering staff etc.)

In broad terms, Selwyn uses your data to manage your employment and/or your senior membership of the College, including your role and the performance of it, how we support you as an employer, and how you are paid, as well as other statutory requirements.

The controller for your personal data is Selwyn College, Grange Road, Cambridge CB3 9DQ. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS), 12B King’s Parade, Cambridge; 01223 768745; College.dpo@ois.cam.ac.uk : OIS should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College Data Protection Lead, who may be contacted at bursar@sel.cam.ac.uk

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the employment contract or appointment agreement we hold with you, or for statutory purposes (e.g. processing your monthly salary, tax and pension contributions).

How your data is used by the College

Your data is used by the College for a number of purposes, including:

A. Supporting your employment and your performance in your role

Personal data includes:

- your name, contact details (phone, email, postal address, both work and personal) and photograph, your current and any previous role descriptions *
- your current and any previous contracts of employment and related correspondence
- any occupational health assessments and medical information you have provided, and related work requirements
- your training and development qualifications, requests and requirements *
- College appointments and sabbatical leave

B. Ensuring that you have the right to work for the College

Personal data includes:

- your recruitment information (including your original application form and associated information submitted at that time) *
- other data relating to your recruitment (including your offer of employment and related correspondence, references we took up on your appointment, and any pre-employment assessment of you)
- evidence of your right to work in the UK (e.g. copies of your passport) *

C. Paying and rewarding you for your work

Personal data includes:

- your bank details *
- details of your preferred pension scheme *
- your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes
- correspondence between you and the College, and between members and staff of the College relating to your pay, pension, benefits and other remuneration.

In addition, we maintain records of your use or take-up of any benefit schemes provided by us (e.g. academic allowance, healthcare), which we collate and monitor to review the effectiveness of these staff benefits. The legal basis for this processing is that it is in our legitimate interest to ensure that any staff benefit schemes represent good value for money to both you and the College and to ensure that you do not overuse your entitlements.

D. Administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance

Personal data includes:

- records of your induction programme and its completion *
- records of your performance appraisals with your line manager *
- records (where they exist) of any investigation or review into your conduct or performance
- records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)
- correspondence between you and the College and between members and staff of the College, regarding any matters relating to your employment and/or membership and any related issues (including, but not limited to, changes to duties, responsibilities and benefits, your retirement, resignation or exit from the College and personal and professional references provided by the College to you or a third party at your request)

E. Maintaining an emergency contact point for you

Personal data includes:

- details of your preferred emergency contact, including their name, relationship to you and their contact details.*

F. Monitoring equality and diversity within the College

Personal data includes:

- information relating to your age, nationality, gender and gender reassignment, religion or beliefs, sexual orientation, ethnicity, disability and marital status *

G. Disclosing personal information about you to external organisations as permitted or required by law

H. Sharing information of interest in announcements, College publications and social media

Personal data includes:

- listing your publications, awards, appointments and academic achievements
- your training and career achievements, marriages, bereavements and births

Data marked with an * relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

The College does not monitor social media sites for any personal data relating to you, unless we believe there is a legitimate interest for us to do so (e.g. monitoring compliance with an agreed plan, such as a homeworking agreement) and only if we inform you we might do this in advance. Consequently, we do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns about your conduct, we may need to consider them. The College's social media guidelines are available in the Staff Handbook.

We also operate CCTV on our site which will capture footage. The College's CCTV policy can be viewed at: <http://www.sel.cam.ac.uk/wp-content/uploads/file/Policies/CCTV%20policy.pdf>

The College uses a Salto lock system which controls some door access, and will by its nature, record movements in and out of some areas, though this is not its primary purpose. Like all data we store, this information is kept confidentially. Please contact the Head Porter (headporter@sel.cam.ac.uk) if you have questions about the Salto lock system.

For certain posts, the College may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose and the College complies fully with the DBS Code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. The College recognises that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

As a charity registered with the Charity Commission, members of the Governing Body are required to declare and record any conflicts of interests they may have when appointed and to review and/or update any conflicts of interest annually. All data is stored confidentially and shared only by a limited number of people necessary to manage the College's Register of Interests.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the College Data Protection Lead: bursar@sel.cam.ac.uk.

Who the College shares your data with

For senior members and senior staff we would normally publish (on our website and elsewhere) your name, photograph, your email, College contact phone number and basic biographical information relating to your College and University posts.

We share your personal information where necessary and appropriate across the collegiate University. The University and its partners (including all colleges) have a data sharing protocol to govern the sharing of information about staff and members of the College. This is necessary because they are distinct legal entities. The parties may share any of the above categories of personal information, and the agreement can be viewed in full at <https://www.ois.cam.ac.uk/policies-and-protocols/data-sharing-protocols>. Any transmission of information between partners is managed through agreed processes that comply with UK data protection legislation.

The College shares relevant personal data with relevant government agencies (e.g. HMRC) and your pension provider. Information is not shared with other third parties without your written consent, other than your name, role and employment contact details which are made publicly available. Generally, personal data is not shared outside of the European Economic Area.

How long we keep you information for

The College holds all information for the duration of your employment and for no more than 6 years after the end of your employment, except where noted in this statement.

The College reserves the right to retain certain personal data longer than the periods stated above, where it forms part of the College heritage, or it becomes apparent that there is a need to do so – for example, in the event of a major health or personal injury incident, records may need to be kept for up to forty years.

We then store in a permanent archive:

- i) your full name and title
- ii) your job title(s) or College affiliation(s) and the corresponding dates of employment or membership
- iii) your date of birth.

Your rights

You have the right: to ask the College for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and the College reserves the right to discuss with you why we might not comply with a request from you to exercise them.

Failure to provide the information reasonably requested of you may result in disciplinary action taken by the College, which could ultimately lead to your dismissal from employment.

You retain the right at all times to lodge a complaint about the College's management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

College Data Protection Lead
Last updated: December 2021