

Birkbeck, University of London

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all procedures and services where we collect personal data for staff¹ who are currently engaged, have previously been engaged or under consideration to be engaged at Birkbeck, University of London.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

PRIVACY NOTICE **For the purpose of carrying out its duties as an employer**

About Birkbeck

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing dpo@bbk.ac.uk

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please contact dpo@bbk.ac.uk

About Birkbeck's approach to personal data processing

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at www.bbk.ac.uk/privacy.

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff). It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity. It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available at www.bbk.ac.uk/privacy and if you are in any doubt please contact dpo@bbk.ac.uk.

About our privacy notices

This privacy notice explains how Birkbeck collects, uses and shares personal data and your rights in relation to the that we hold about you. It includes information about how personal data is used, and the nature of any processing by other data processors or controllers.

The processing purpose covered by this notice

In order to carry out its duties as an employer, Birkbeck must collect and process data relating to its staff. A record relating to your employment will be held by Human Resources

¹ For the purposes of this document staff refers to all employees, workers, agency staff and contractors engaged by Birkbeck.

and Payroll. More limited information about your employment may also be held by individual schools or departments.

What data we collect

Data held about you may include, but is not restricted to, the following:

- Personal and contact details, such as title, full name, contact details;
- Your date of birth, gender and age;
- Diversity profile, such as ethnicity, sexual orientation, nationality;
- Visas, passports and other identity documentation;
- National Insurance number;
- Bank or building society account details;
- Family and friend details, such as emergency contacts, next of kin;
- Criminal records information; including DBS checks;
- Sickness and other absence details;
- Application forms;
- Contracts or terms and conditions, of employment;
- Salary and grade details, including data held on staff organograms;
- Superannuation details;
- Job descriptions and HAY evaluations;
- Records concerning appraisal, development and training;
- Proceedings relating to reward schemes and promotions;
- Records of complaints, disciplinaries, grievances;
- Health and safety records (including accident reports);
- In some departments, workload and work allocation information;
- Where appropriate, audio and/or video recording data of staff giving lectures, presentations and workshops;
- For staff engaged in teaching, module evaluation data.
- For staff engaged in research, publication records;
- Correspondence between the member of staff and Birkbeck;
- Correspondence, such as references, between Birkbeck and third parties for or on behalf of a member of staff.

Where we collect it from

Birkbeck will collect personal information from the following general sources in relation to staff:

- From you directly;
- Information generated about you during your employment or application for employment;
- From third parties identified by you, such as referees;
- Business partners, such as training providers;
- Medical services, such as your GP or our Occupational Health provider.

How we use the data

Birkbeck processes staff personal data in order to:

- Pay your salary into your bank account and maintain your superannuation contributions;
- Assess suitability for appointment, reward or promotion;
- Monitor and manage absence;
- Publish the print and online staff directories of basic contact details (publicly available);
- Fulfil our legal obligations, such as those required by a visa sponsor;
- Monitor training and development;
- Monitor and report equality and diversity;
- Plan and manage the workforce.

Under what lawful basis we process your personal data

Birkbeck uses your personal data under different lawful bases depending on the process being performed. The following are the legal bases identified and examples of the data processing activity to which they apply:

- **Public Task** – Birkbeck is a designated public body/charity, processing of personal data is necessary for us to perform our tasks in the public interest and official function in delivering teaching and research. (Article 6(1)(b))
- **Consent** – In some circumstances Birkbeck will only collect and process data on the lawful basis of consent. In these circumstances we will ask you to confirm your explicit consent to our processing the data at point of data collection. (Article 6(1)(a))
- **Withdrawal of consent** - you have the right to withdraw consent at any time. You can opt out by contacting dpo@bbk.ac.uk
- **Special Category Data** – Birkbeck processes the special category data described in this privacy notice under condition Article 9(2)(j) for the purposes of providing this information to HESA as outlined in the HESA data collection notice and on condition Article 9 (2) (a) for the purpose of provision of services to you as an applicant and/or student.

How long we keep your data for this processing purpose

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs, such as managing our relationship with you;
- For as long as someone could bring a claim against Birkbeck in relation to contractual obligations;
- Retention periods in line with legal and regulatory requirements or guidance.

Sharing your data with other Data Controllers

Birkbeck will share your data with our providers and advisers who act as data processors, such as our IT suppliers or accountants and with HMRC for payroll and employment purposes. If you choose to be, and are eligible to be, a member of one of the pension schemes we offer – SAUL or USS – these details will also be shared with them.

Birkbeck will also share data with the Higher Education Statistics Agency (HESA). All universities are required by law to routinely pass certain personal data about staff to HESA. HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education in the UK. HESA has provided the following statutory statements on their data collection and is available here: [HESA Data Collection Notices](#).

Third Party Service Providers (use of Data Processors)

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available at www.bbk.ac.uk/privacy.

International

In some instances the College may transfer personal data to parties located in other countries, including some outside of the European Economic Area (EEA). This may be because either Birkbeck staff, a Data Processor (or Sub-Processor) contracted by Birkbeck, or another Data Controller who data is shared with are located outside the EEA.

All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

Your personal data rights

You have the following rights with regard to your personal data held by the College:

- The right to request access to your personal data held by the College.
- The right to have inaccurate or incomplete personal data rectified.
- The right to erasure of personal data – this will only apply where there is no legitimate reason for the College to continue to process the personal data.
- The right to restrict the processing of personal data – you have the right to block the processing of their personal data by the College in specific situations.
- The right to data portability – you have the right to request provision of some elements of your information in digital form in order to provide it to other organisations.
- The right to object – you can object to the processing of your personal data by the College in certain circumstances, including the sending and receipt of direct marketing material.
- The right to object to automated decision making and profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- All requests to exercise any of these rights should be made to the College's Data Protection Officer, by emailing: dpo@bbk.ac.uk.

Complaints - If you are unhappy with the College's handling of their personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College's Data Protection Officer in the first instance. You may also follow the College's formal complaint procedure, and you also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at www.ico.org.uk.

Version History & Review

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

Version	Effective Date	Reason for change
BBKPN005.0	25 May 2018	First edition