



Privacy Information Notice for Staff

This 'privacy notice' explains what personal information the University holds about you as a member of staff¹. It explains why we hold this information, what we do with it, how long we keep it for and if we share it with third parties.

'Personal information' means any piece of information which can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, for example, your name. Or it can be separate pieces of information, for example your staff number, gender and grade, which, when combined, would help others to identify you.

We collect and use your personal information for a number of purposes. For example, we need it to pay your salary, to make payments to third parties and to support you through your employment with the University.

We also use individual information to help us understand the make-up of our staff population. We use it to generate staff reports and to help us to make decisions which will impact our staff.

The table below describes the information we hold and what we need it for.

It also explains the basis we can legally rely on to request and retain information about you. In the main, the legal basis will be described as 'performance of your contract of employment'. This means we need the information to manage your employment with us.

We get information from you, University documents or from organisations such as: HM Revenue and Customs, UK Visas and Immigration, Disclosure Scotland, your pension scheme administrator, Driver Vehicle Licensing Agency, your trade union.

We will keep your personal data for no longer than is necessary. More detail on how long we keep different types of information can be found [here](#).

We will only share your data with third parties if we are required to do so by law, you ask us to do so, or we are contractually obliged to do so. These third parties are listed on Page 8.

We do not use profiling or automated decision-making processes. This means that people are involved in every decision made about you.

General information about the University's approach to data protection and to your rights can be found [here](#).

University HR Services

May 2018, updated February, June and July 2019

¹ 'Member of staff' covers both employees and workers

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
Your name, address, personal e-mail address, telephone number(s)	To send University related information to you To enable the University to enter into and administer your contract of employment and for the purposes of business continuity	For the performance of your contract of employment
Your work contact details, i.e. name, job title, work email, work address, work telephone number	To enable people to contact you in your work capacity	For the performance of your contract of employment
Documentation confirming your right to work in the UK	To check you are legally entitled to work in the UK	For the performance of your contract of employment
A copy of your offer letter, your contract of employment and any contract amendments	To administer your contract of employment	For the performance of your contract of employment
References (received from a third party)	To support the University in making appointment or promotion decisions about you	For the performance of your contract of employment
References (provided to a third party such as potential employer, voluntary organisation, etc.)	To maintain a record of the correspondence issued	You gave consent
Information confirming you have read and understood our policies and procedures, such as health and safety	To confirm you have read and understood our policies and procedures	For the performance of your contract of employment
Your start dates (your original start date and for any subsequent posts with the University)	To administer your contract of employment	For the performance of your contract of employment
Swipe Card data This includes your name, staff number, your photograph and your access to buildings and facilities such as the Library and the Centre for Sport and Exercise	To allow you to access areas of the University that are not open to the public or only available to specific staff To allow you to access staff facilities To confirm your identity and that you are a member of staff	For the performance of your contract of employment

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
	To support the security and management of the estate	
Details of your qualifications, skills, experience and employment history, including start and end dates with previous organisations	To keep a record of your employment history	For the performance of your contract of employment
Details of your employment history with the University, including job titles, start and end dates and Job Descriptions	To keep a record of your employment history	For the performance of your contract of employment
Your work pattern, including your days of work, hours worked and overtime	To keep records to process your pay and benefits, such as annual leave	For the performance of your contract of employment
Your annual leave records	To keep records	For the performance of your contract of employment
Bank account details	To administer your contract of employment	For the performance of your contract of employment
Tax Code and National Insurance Number	To make National Insurance and tax deductions from your salary	For the performance of your contract of employment
Your salary and other payments made to you	To pay you	For the performance of your contract of employment
Overtime or other allowances paid to you, e.g. travel expenses	To pay you	For the performance of your contract of employment
Your date of birth and age	To determine pension eligibility	For the performance of your contract of employment
Details of your pension scheme membership	To comply with pension auto-enrolment legislation	To comply with legal obligations
Details of your current and past pensionable salary and pension contributions, including any Additional Voluntary Contributions	To administer your pension scheme membership	For the performance of your contract of employment
Qualifications and Professional Memberships <i>Applies only to roles where specific qualifications and memberships are a condition of continuing employment</i>	To ensure you continue to hold the necessary certification, qualification or professional memberships	For the performance of your contract of employment
Copy of your Driving Licence or any other driving qualification required	To ensure you hold the licence(s) necessary to drive	For the performance of your contract of employment

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
<i>Applies only where driving at/for work and/or a specific license/qualification is necessary for your role</i>	To ensure your health and safety and the safety of others	
Information relating to your location when you drive a University vehicle fitted with vehicle tracking equipment	To ensure the security and safe use of University vehicles To ensure your health and safety and the safety of others	The University's legitimate interest
Information relating to your performance at work, including Annual Review (appraisal) documents and training needs	To identify objectives and training needs to ensure you are meeting the requirements of the job To support your personal and career development aspirations	For the performance of your contract of employment
Your training and development records, including pre-training questionnaires, psychometric reports	To ensure you have the appropriate skills, knowledge, qualifications and/or professional registrations required for your role, including those that are required by law To support your personal and career development aspirations	For the performance of your contract of employment
Your University username and your University email address	To allow you to access University systems	For the performance of your contract of employment
Details of other paid or unpaid leave such as jury service, sabbatical, etc.	To keep records To provide you with the leave and pay you are entitled to	For the performance of your contract of employment
Information and correspondence related to your probation	To keep records	For the performance of your contract of employment
Information and correspondence relating to any capability and/or disciplinary procedures	To keep a record of discussions and any formal action taken	For the performance of your contract of employment

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
Information and correspondence relating to any grievance procedures	To keep a record of discussions and outcomes	For the performance of your contract of employment
Information and correspondence relating to a potential or actual redundancy	To keep a record of discussions and outcomes To ensure the process is fair	For the performance of your contract of employment
Gender	For equal opportunities monitoring	To comply with legal obligations
Publicity photographs and/or video/digital images	To promote your work and/or the University	You gave consent
Images of you on our CCTV network	To support the security and management of the estate, the work of the University and people	The University's legitimate interest
Academic staff only, for REF purposes Names and staff numbers of current and ex-academic staff employed during the REF 'census period', their role, grade, contracted hours, employment dates at the University and as a researcher	To participate in exercises used to assess the quality of research in UK Higher Educational Institutions, including REF2021 and its successors	The University's legitimate interest
Correspondence to and from you	To keep records	For the performance of your contract of employment
Your last day of employment with the University and your reason for leaving	To end your contract of employment To calculate your final salary and benefits	For the performance of your contract of employment
Information from your exit interview	To understand reasons for leaving and to address issues raised	The University's legitimate interest

Data marked * is classed as a "special category" of personal information. Data marked # might disclose a "special category".

The University must have both a legal basis and a specific condition to process "special category" personal information.

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
Your emergency contact details for your next of kin#	To allow us to inform your contacts if you take ill or have an accident at work	The University's legitimate interest (Specific condition: You gave explicit consent)

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
<i>(The University assumes that you have checked with individuals that you may share their contact details)</i>		
Your marital or civil partnership status#	To keep records	To comply with legal obligations (Specific condition: To enable the University to carry out its obligations to monitor equal opportunities)
Information on relationships (as per the Policy on Disclosure of Intimate Relationships)#	To keep records and address any conflicts of interest	To comply with legal obligations (Specific condition: To enable the University to carry out its legal obligations)
Information on your partner/spouse/dependant (international staff)#	To support the administration of your visa loan/reimbursement application	For the performance of your contract of employment (Specific condition: You gave explicit consent)
Criminal convictions and offences (including alleged offences) as detailed in a criminal record check* <i>Applies only to roles where a criminal record check is a condition of employment</i>	To help us employ the right people for certain types of work, for example working with children/ protected adults or safeguarding our estate and intellectual property	For the performance of your contract of employment The University's legitimate interest (Specific condition: To enable the University to carry out its legal obligations)
Information and correspondence about flexible working applications#	To keep records	For the performance of your contract of employment (Specific condition: To allow you to make a statutory request)
Information and correspondence about maternity leave, adoption/surrogacy leave#, paternity leave#, parental leave#, shared parental leave#, time off for dependants#	To keep records To provide you with the University of Edinburgh and Statutory Leave and/or Pay you are entitled to under the relevant policy	For the performance of your contract of employment (Specific condition: To allow you to make use of a statutory entitlement)
Details of any salary sacrifice schemes in which you have volunteered to participate i.e. cycle to work, childcare vouchers#	To make the necessary salary sacrifice and payroll arrangements To liaise with scheme administrators	For the performance of your contract of employment (Specific condition: To allow the University to carry out its obligations relating to income tax)
Information about pregnancy*, including risk assessments	To take the necessary actions to ensure the health and safety of you and your unborn child	For the performance of your contract of employment

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
		(Specific condition: For the purposes of assessing the working capacity of the pregnant/returning member of staff and to prevent injury or illness)
Information and correspondence about breastfeeding*	To take the necessary actions to ensure the health and safety of you and your breastfeeding child	To comply with legal obligations (Specific condition: For the purposes of preventing injury or illness)
Details of Sick Leave and Pay, including University of Edinburgh and Statutory Sick Pay*	To keep accurate records To provide you with the University and Statutory Sick Pay you are entitled to	For the performance of your contract of employment (Specific condition: To enable the University to carry out its obligations relating to Statutory Sick Pay)
Information about any medical or health conditions you may have*	To support you at work To manage your attendance, if you are not able to come to work	For the performance of your contract of employment (Specific condition: To allow the University to assess your working capacity)
Your disability status*	To make any reasonable adjustments that are needed to support you at work For equal opportunities monitoring	To comply with legal obligations (Specific condition: To enable the University to carry out its obligations to monitor equal opportunities)
Information on gender reassignment* and data which has the potential to indicate your race*, ethnic origin*, religion or religious beliefs* or sexual orientation*	For equal opportunities monitoring	To comply with legal obligations (Specific condition: To enable the University to carry out its obligations to monitor equal opportunities)
Trade union subscriptions# <i>Applies only if you choose to pay by salary deductions</i>	To make subscription deductions from your salary and pay these to your trade union	You gave consent (Specific condition: You gave explicit consent)
Details of trade union office holders*	To provide facility time in line with legal requirements	To comply with legal obligations (Specific condition: Your official trade union responsibilities are commonly known)

The information the University holds	What the University needs it for	Why the University processes it i.e. the legal basis
Details of industrial action taken, including strike information*	To make the necessary salary deductions	For the performance of your contract of employment (Specific condition: To enable the University to carry out its rights to make salary deductions)

Third parties the University may share your data with (see also Page 1)

- Higher Education Statistics Agency (see the collection notice at <http://www.hesa.ac.uk/collection-notices>)
- Your pension scheme administrator
- External providers of benefits, such as childcare vouchers, where you request these
- HM Revenue and Customs
- UK Visas and Immigration
- Research Councils, and other prospective and actual funders of research
- Government bodies that run Research Excellence Framework (REF2021), including the UK higher education funding bodies such as the Scottish Funding Council
- Health and Safety Executive
- The police and other law enforcement agencies
- Insurance providers
- Professional or statutory regulatory bodies (e.g. General Medical Council)
- Training providers
- Any joint employers (e.g. NHS trusts) or employers you are seconded/transferred to
- Auditors
- Organisations with whom we participate in benchmarking surveys (although published information will always be aggregated and anonymised)
- Organisations which provide a recognised award following independent assessment of the University, e.g. Investors in People
- The University's recognised trade unions, if you a member of a trade union and pay subscriptions from your salary, or for potential or actual redundancy situations
- External organisations providing services to, or on behalf of, the University (such as relocation support)
- Organisations seeking references, where you have confirmed your consent to the University
- External referees where you have applied for promotion and the promotion process requires external references
- Individuals who exercise their legal right to access recorded information held by the University under information legislation, particularly the Freedom of Information (Scotland) Act 2002 and data protection law (General Data Protection Regulation (GDPR) and Data Protection Act 2018). The University will normally only disclose work-related or professional information about its members of staff and will inform or consult any members of staff concerned where disclosure would not reasonably be expected.
- Third party suppliers of systems and products