

# How we use your personal information

## -- *Employees, workers and casual workers and contractors*

This statement explains how Fitzwilliam College (“we” and “our”) handles and uses information we collect about our staff (“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, we use your data to manage your employment with 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.

When changes are made to this statement, we will publish the updated version on our website at <https://www.fitz.cam.ac.uk/about/official-information/data-protection> and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is Fitzwilliam College, Storey’s Way, Cambridge, CB3 0DG. The person responsible for data protection within the College at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the College Data Protection Officer, who is the Bursar, [bursar@fitz.cam.ac.uk](mailto:bursar@fitz.cam.ac.uk). The statutory Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd) [12B King’s Parade, Cambridge; 01223 768745; [college.dpo@ois.cam.ac.uk](mailto:college.dpo@ois.cam.ac.uk)]. The Bursar should be contacted if you have any concerns about how the College is managing your personal data, or if you require advice on how to exercise your rights as outlined in this statement. If you are still dissatisfied after the College’s response, you should contact the statutory Data Protection Officer.

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

This statement should be read in conjunction with the separate statements for Senior members, Library users and website users. All of these statements are available at <https://www.fitz.cam.ac.uk/about/official-information/data-protection>.

### **How your data is used by the College**

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

A. supporting your employment and your performance in your role:

*Personal data includes:*

- i) \* personal details, including name, contact details (phone, email, postal, both work and personal) and photograph;*
- ii) your current and any previous role descriptions;*
- iii) your current and any previous contracts of employment with the College and related correspondence;*
- iv) any occupational health assessments and medical information you have provided, and related work requirements;*
- v) \* your training and development qualifications, requests and requirements.*

B. ensuring that you have the right to work for the College:

*Personal data includes:*

- i) \* *your recruitment information (including your original application form and associated information submitted at that time);*
- ii) *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);*
- iii) \* *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:*

- i) \* *your bank details;*
- ii) \* *details of your preferred pension scheme;*
- iii) *your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes*
- iv) *correspondence between you and the College, and between members and staff of the College, relating to your pay, pension, benefits and other remuneration*
- v) *Your allowance and expenses, if applicable*

*In addition, we maintain records of your use or take-up of any benefit schemes provided by us, 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 us, 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:*

- i) \* *records of your induction programme and its completion;*
- ii) \* *records of your performance appraisals with your line manager;*
- iii) *records, where they exist, of any investigation or review into your conduct or performance;*
- iv) *records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)*
- v) *correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment 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.\* We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.*

F. monitoring equality and diversity within the College:

*Personal data includes information relating to your age, nationality, gender. Information relating to your religion or beliefs, ethnicity, marital status, sexual orientation or disability/health condition may also be collected for equality monitoring purposes \**

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

If you have concerns or queries about any of these purposes, or how we communicate with you, please

contact us at the address given above.

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.

We would not monitor social media sites for any personal data relating to you, unless we believed there was 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. Our social media guidelines are available at: <http://www.fitz.cam.ac.uk/about/official-information>.

We operate CCTV on our sites, which will capture footage. Our CCTV policy can be viewed at: <http://www.fitz.cam.ac.uk/about/official-information/data-protection>. Data relating to the use of electronic cards (SALTO) to access certain areas of College is retained for one year.

You should also familiarise yourself with the College's Filming & Photography on College Premises Policy at <http://www.fitz.cam.ac.uk/about/official-information>.

For certain posts, we 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 we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

## **Who we share your data with**

We may publish (within College, on our website and in College/University publications: online, in print and/or web-based media) your name, photograph (if you have provided one for this purpose), your email and College contact phone number and basic biographical information relating to your College and University posts. If you have concerns about us publishing these details, please speak to the College's Communications Officer.

We share your personal data where necessary and appropriate across the collegiate University. The University and its partners (including all of the Colleges) have a data-sharing protocol to govern the sharing of data about staff 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. For certain posts, we share with the University details of appointments, and your name and education details (BA/MA/PhD etc) are published on appointment and annually thereafter in *The Reporter*.

Please also note the University's people search function may also be widened to be accessible to the general public by changing the settings at <http://www.lookup.cam.ac.uk/self>: its default setting is otherwise access to all members of the University and all Colleges: we share this because we believe it helps significantly in building community relations and networks and helps others get in touch with you easily.

We share relevant personal data with our sub-contracting agents (eg health and safety, benefits providers) and with relevant government agencies (e.g. HMRC), local government authorities, your pension provider and our legal advisers, where necessary, and to provide services to you through a third party on our behalf.

Information is not shared with other third parties without your written consent, other than your name, role

and employment contact details which are made publically available. Generally, personal data is not shared outside of the European Economic Area.

## How long we keep your data

The College publishes a data retention schedule at <https://www.fitz.cam.ac.uk/about/official-information/data-protection> Retention periods for certain categories of information are determined by legal requirements relating to that specific information.

We hold all information for the duration of your employment and for no more than twelve months after the end of your employment. After that time, we retain a small subset of personal data for up to seven years after your relationship with the College ends:

- I\* personal details, including name and your preferred personal contact details (if we still have these);
- II your previous salaries and other earnings, pensions and the amounts you have paid in statutory taxes;
- III records of your performance appraisals with your line manager;
- III records, where they exist, of any investigation or review into your conduct or performance;
- IV your reasons for leaving and any related correspondence;
- V any references we have written subsequent to your employment with us.

Those marked with an \* relate to information provided by you, or created in discussion and agreement with you.

We reserve the right to retain the personal data longer than the periods stated above, where 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 may then store in a permanent archive:

- i) your full name and title;
- ii) your job title(s) and the corresponding dates of employment
- iii) any historical job or salary changes reported to, or approved by, College Committee or Governing Body ;

## Your rights

You have the right: to ask us 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 we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

## Non compliance or complaints

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.

If you have questions or concerns about your personal information, or how it is used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the College Data Protection Officer using the details given above.

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

*Last updated: 19 May 2021*