



DATA PROTECTION POLICY: EMPLOYEE

INTRODUCTION

This policy provides information about the use of your personal information by Cambridge SU. Cambridge SU ("we", "our", "us") promises to respect any personal data you share with us, or that we get from the university, and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect. Cambridge SU defines personal information as any information that relates to or identifies you as an individual.

Facilitating our legal requirements, organisation policy and services to our suppliers, contractors and clients through using your personal data allows us make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required as a Union employee.

HOW WE COLLECT AND PROCESS YOUR PERSONAL INFORMATION?

When you apply for a role

When you apply for a role at the Students' Union you will complete an application form. This form will contain personal information about you. The Union has a legitimate interest in processing this data for the purposes of considering you for that role and for anonymous statistical analysis.

When you become an employee

When you become an employee of the Students' Union you form a contract with us which declares that we will process some personal and sensitive data to comply with our legal obligations and to fulfil our policies and procedures.

When a third party provides us with your data

Your information may be shared with us by independent organisations such as Her Majesty's Revenue and Customs or external references. These independent third

parties will only do so when you have indicated that you have given consent or there is a legal obligation to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT?

The type and quantity of information we collect and how we use it depends on why you are providing it.

Candidates

If you are applying for one of our roles we will ask you to provide: Name, Address, Email Address, Telephone Number, Ethnic Origin, Disability, Employment and volunteering history, Details of criminal convictions, Details of training provided, Relationship status with any Students' Union employees.

If you are a student applying for a role we will also ask you for the following details: Student Number, College, Department, Raven identifier, University Card number, Dates of study.

We will mainly use your data to:

- Communicate with you
- Provide anonymous equal opportunities monitoring
- Consider your application for the role

Employees

When you commence employment with the Students' Union we will ask you to provide:

- Name
- Addresses (current and previous)
- Email Address
- Telephone number
- Gender
- Date of Birth
- National Insurance Number
- Bank Account Details
- Third Party Remuneration Sources
- Emergency contact details
- Nationality
- Passport and ID numbers and information (obtained from a retained physical or digital copy)
- Medical concerns or notices, and Blood group
- Cambridge University identifiers or card numbers

During the course of your employment the Students' Union may collect the following data:

- Health Records & Physician Details
- Performance Records

We will mainly use your data for:

- Administrative functions relating to your employment including the payment of salaries
- Managing sickness, health and workplace performance

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you, or necessary for compliance with a legal obligation (e.g. maintenance of financial records), or necessary for the pursuit of the legitimate interests of Cambridge SU (e.g. to fundraise for the charity's work). We will not use your personal Information to carry out any wholly automated decision making that affects you.

Access to your personal information is limited to Cambridge SU employees who have a legitimate interest in this data collected for the purpose of carrying out their contractual duties relating to the legitimate charity activities of the students' union, its services, products and programmes and other needs. We do not give out any of your details to third-parties for the purpose of marketing or solicitation. We may need to disclose your details if required to the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent.

HOW WE KEEP YOUR DATA SAFE?

Restrictions, with a permission hierarchy, are in force in the Union's fileserver to ensure internal information is only accessed by those needing to do so to fulfil the purpose of collecting the data. Access to filing cabinets with stored records is restricted to the relevant personnel. We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors. Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA. We disclose your information to key suppliers with whom we hold contracts to deliver services for the Students' Union. These suppliers are named below:

Supplier: Student-Run Computing Facility

Purpose: Fileserver administration

Address: University of Cambridge

Last updated: 06 July 2020

Supplier: PEM

Purpose: Payroll Services

Address: Salisbury House, Station Road, Cambridge CB1 2LA

Supplier: Natwest Bank

Purpose: Payment Transfers

Address: 56 St Andrew's St, Cambridge CB2 3DA

Supplier: Kissflow

Purpose: Payroll Services

Address: app.kissflow.com

Supplier: Sage Accounting

Purpose: Financial services

Address: Sage (UK) Limited, The Shard, 32 London Bridge Street, London SE1 9SG

Supplier: Price Bailey Cambridge

Purpose: Auditors

Address: Cambridge Business Park, Tennyson House, Cambridge CB4 0WZ

Supplier: HR Dept.

Purpose: HR Advisors

Address: Cambridge Road Industrial Estate, Cambridge Rd, Milton, Cambridge CB24 6AZ

Supplier: Gmail

Purpose: Email client, calendar and filespace

Address: www.gmail.com

Supplier: University of Cambridge

Purpose: Enrolment within University community

Address: The Old Schools, Trinity Ln, Cambridge CB2 1TN

Supplier: Disclosure and Barring Service

Purpose: Safeguarding checks

Address: DBS customer services, PO Box 3961, Royal Wootton Bassett SN4 4HF

In addition to these named parties we may be required to disclose data containing limited personal information to advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data. We may need to disclose your details if required to the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent.

HOW LONG IS MY INFORMATION KEPT?

Any information that you submit to Cambridge SU, or that was otherwise collected, is kept for a period of seven years, or longer dependent upon the use of your data as outlined at the point of collection. Medical data may be retained for up to 15 years. Anonymised forms of your data may be kept beyond this. We will ensure that:

- data is kept safe and secure;
- data is handled legally, responsibly, and ethically;
- we are open and transparent about what data we are using and why; and
- all legal requirements are met regarding data privacy

HOW CAN I ACCESS MY PERSONAL INFORMATION?

You have the right to access the personal information that is held about you by Cambridge SU through a 'Subject Access' request. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, object to processing or to receive an electronic copy of the personal information you provided to us. For details on how to do this, please contact info@cusu.cam.ac.uk.

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact info@cusu.cam.ac.uk.

HOW DO I COMPLAIN?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).