

## PRIVACY NOTICE

### WORKING AT ASTON

#### Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the GDPR as retained in UK law by the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (“the UK GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. The most up to date version of this privacy notice is published on the University’s website.

#### What we collect

The personal data which the University processes may include:

- your name, address and contact details (including your email address and telephone number);
- marital and dependent status for when we need to administer benefits such as health insurance or pension benefits;
- beneficiary and emergency contact information;
- bank account details and payroll related information;
- government identification number such as your national insurance number, driving licence number or other form of identification;
- employment records (including professional memberships, references, work history and proof of work eligibility);and
- other personal details included in your application to the University.

It also includes information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as which is classed as Special Category Data under the DPA.

#### Your rights

The DPA and the UK GDPR give you the right to know what information is processed about you and how it is processed. You also have the following rights (limited in certain circumstances):

- to access your personal information;
- to rectify inaccurate information;
- to restrict processing of your information; and
- to object to processing of your information.

#### Data transfers to other countries

Your personal data may be transferred to countries outside the European Union for the purposes described above. The University will only transfer personal data outside the European Union where adequate safeguards are in place.

**Navigating this privacy notice**

<b>Status</b>	<b>Relevant Pages</b>
Job Applicants	Pages 2 and 6
Employees	Pages 3 and 6
Workers	Pages 4 and 6
Volunteers	Pages 5 and 6

**JOB APPLICANTS**

**Applications to work at the University**

We will process your personal data when you submit your application to the University. This will be collected in a variety of ways which may include data contained in application forms, CVs, identification documents or collected through interviews or other stages of the application process.

This processing is necessary on the grounds of our legitimate interest. The processing of Special Category Data is necessary on the grounds of our legitimate interest and for statistical and research purposes.

**UK Visas and Immigration (“UKVI”) Exports/Imports**

The University is required to meet its obligations set out by UKVI and will need to adequately report on applications. We will process your personal data in respect of your applications as part of our reporting obligations (as appropriate).

Where relevant, this processing is necessary on the grounds of our obligation to perform a public task as this processing is required for the University to meet its obligations set out by UKVI. The processing of Special Category Data is necessary on the grounds of our obligation to perform a public task and for reasons of substantial public interest.

**External Assessors**

In the event that you apply for a professorial or reader level role at the University, we will engage external assessors to review your application. This is to ensure that applications are suitable for the role at the University.

This processing is necessary on the grounds of our legitimate interest.

**Administration of Employment**

We will process your personal data in order to administer your employment. This will include the processing of pay and benefits, details of performance reviews, recording absence and attendance, maintaining details of education, training and development, the processing of any promotion or change in role, the processing of any work related claims and the processing of any disciplinary or grievance.

This processing is necessary on the grounds of the University fulfilling its obligations under the employment contract with you. The processing of Special Category Data is necessary on the grounds of the University carrying out its obligations under employment legislation.

**Digital Usage**

The University will process your personal data when you use its Digital facilities. This is to ensure that the University ensures its systems are secure and they are being used appropriately in accordance with its Information Security Policy.

This processing is necessary on the grounds of our legitimate interest.

**Third Party Agreements**

The University has a number of agreements with third parties which includes benefit providers, organisations relating to occupational health and Disclosure Barring Service organisations.

The processing of your personal data will ensure that you receive the appropriate assistance and benefits when employed at the University and that we conduct the relevant checks and reports relating to your employment.

This processing is necessary on the grounds of the University's legitimate interest.

**WORKERS**

**Administration of your work at the University**

The University will process your personal data in order to process your pay, record any absence and attendance, the payment of expenses and maintain any details of your time working at the University.

This processing is necessary on the grounds of the University fulfilling its obligations under its contract with you. The processing of Special Category Data is necessary on the grounds of the University carrying out its obligations under employment legislation.

**Digital Usage**

The University will process your personal data when you use its Digital facilities. This is to ensure that the University ensures its systems are secure and they are being used appropriately in accordance with its Information Security Policy.

This processing is necessary on the grounds of our legitimate interest.

**Third Party Agreements**

The University has a number of agreements with third parties which includes benefit providers, organisations relating to occupational health and Disclosure Barring Service organisations.

The processing of your personal data will ensure that you receive the appropriate assistance and benefits when working at the University (where applicable) and that we conduct the relevant checks and reports relating to your work at the University.

This processing is necessary on the grounds of the University's legitimate interest.

**VOLUNTEERS**

**To register you as a volunteer at University events**

We will process your personal data in order to register you as a volunteer and enable you to participate as a volunteer in University activities. This may include processing of Special Category Data, which includes details about your disability status, if this is necessary in order to make adjustments to assist you in participating. We will also collect your payment information so that we can make any payments that we have agreed to you, including reimbursement of expenses.

We will process your personal data for Purpose 1 on the grounds of our legitimate interest. This means that we are allowed to process your name and contact details in order to assist us in running events. We will only process your Special Category Data you have provided it to us in the process of registering or working as a volunteer and we will only use it to assist you in participating.

**To keep you informed about University events and activities**

We would like to keep you informed about future activities that you may be interested in participating in, based on your past involvement with the University. We may also sometimes wish to provide information on activities that you have already participated in. This may include bulletins that will be sent by email or post.

We will process your personal data for this purpose on the grounds of your consent. You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

**Consent**

I consent to my personal data, including my personal email address, being processed for the purposes of receiving communications about University events and activities by post and by email and for the purposes of being invited to participate in future. I understand that I may opt out of receiving these communications at any time.

**Yes/No**

I consent to my personal data, including my personal email address, being processed for the purposes of contacting me in connection with assisting at future University events. I understand that I may opt out of my data being used in this way at any time.

**Yes/No**

**ALL EMPLOYEES, WORKERS AND VOLUNTEERS**

**Compliance with Applicable Laws**

The University is required to comply with applicable laws which includes equality and diversity legislation under the Equality Act 2010, health and safety law, the prevention of fraud and bribery, compliance with counter-terrorism legislation and submitting data to the relevant government bodies such as HMRC. The University will process your personal data to ensure that it complies with the appropriate legislation.

This processing is necessary on the grounds of the University fulfilling its legal obligations. The processing of Special Category Data is necessary on the grounds of the University fulfilling its legal obligations and complying with laws which are in the public interest.

**Security**

Your safety and the security of your property is very important to the University. We will therefore process your personal information which includes the use of CCTV footage to ensure that the University's premises remains safe and secure.

This processing is necessary on the grounds of our legitimate interest.

**Report & Support**

The University works with a third party provider, CultureShift, to provide the Report & Support platform, which allows you to report concerns about harassment, bullying and sexual misconduct to the University. You have the option of reporting your concerns anonymously or providing your contact details so that the University can contact you about your concern.

If you choose to report anonymously, we will retain the details of your report for statistical purposes and to identify trends and areas for improvement. We will process this information on the grounds of the University's legitimate interests.

If you choose to provide your personal details and you include information about the nature of your complaint, this is likely to constitute sensitive personal data. We will use this information in order to direct your complaint to the most appropriate team within the University to assist you and to take any further action required under the University's policies and procedures.

**By choosing the "Report with contact details" option within Report & Support, you are providing your consent to the processing of your personal data, including sensitive personal data, for this purpose.**

**Emergencies**

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in events which include accidents, illnesses or concerns regarding your wellbeing.

We will process your personal data on the grounds of vital interests. The processing of Special Category Data is necessary on the grounds of the University protecting your vital interests.

**Compliance with NHS Test and Trace**

If you attend Aston's campus, we are required to process your personal data to comply with the requirements of NHS Test and Trace (or any superseding or replacing framework). Your data may be shared with Public Health England (or any successor body) and other public bodies in order to fulfil these obligations.

We will process your personal data for this purpose on the grounds of our legal obligation. Special Category Data will be processed on the grounds of substantial public interest.