

# EMPLOYEE DATA PRIVACY STATEMENT

Updated: June 2021

  
**BUCKS**  
STUDENTS' UNION

## Employee Data Privacy Statement

### Introduction

Bucks Students' Union ("we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not to do anything you wouldn't reasonably expect from us.

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

This privacy statement outlines what personal data is processed by the Union, in relation to its staff, the legal basis for processing personal data, storage and retention requirements, and the data subject's rights regarding their data.

This privacy statement applies to all persons who provide HR and payroll information to the Union, regardless of their employment status.

### Where we collect information, about you, from

We collect information in the following ways:

#### When you apply for a role

When you apply for a role at Bucks Students' Union, you will complete an application form. This form will collect personal information from 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.

Some special categories of sensitive data will be collected through an equality and diversity monitoring form but completion of the form is voluntary and is for statistical analysis only. The legal basis for the Union having this personal data is consent and the information provided will be kept strictly confidential and stored securely with the Human Resources Department.

#### 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 (HMRC), Child Support Agency, Student Loans Company, court rulings 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 policies 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
- date of birth
- National Insurance number
- email address
- telephone number
- employment and volunteering history
- details of criminal convictions
- details of qualifications and results
- if you need a work permit to work in the UK
- relationship status with any Students' Union or University staff
- contact details of references
- equal opportunities monitoring information.

If you are applying for a student role or opportunity, we will also ask for the following details:

- student ID number
- name of academic tutor
- name of course and expected graduation date.

We will mainly use your data to:

- communicate with you
- provide anonymous equality and diversity monitoring
- consider your application for the role.

### Employees

When you commence employment with Bucks Students' Union, in addition to the data provided in your application and equal opportunities monitoring forms, we will ask you to provide:

- bank account details
- emergency contact details
- identity and address verification documentation
- earnings deductions including student loans, etc.

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

- health records, physician details and sickness absence data
- performance and development records and communications.

We will mainly use your data to:

- administrative functions relating to your employment, including the payment of salaries
- fulfil our obligation as your employer under the terms and conditions of employment as agreed by you
- managing sickness, wellbeing and workplace performance.

## **How we keep your data safe and who has access**

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 may run their operations outside of the UK and, although they may not be subject to the same data protection laws as companies based within the UK, we will take steps to make sure they provide an adequate level of protection, in accordance with UK data protection laws. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the UK.

We disclose your information to key suppliers where we hold contracts to deliver services for employees of Bucks Students' Union. These suppliers are named below:

*Supplier:* Santander

*Purpose:* processing of salaries

*Address:* Bridle Road, Bootle, L30 4GB

*Supplier:* HMRC

*Purpose:* processing of tax information

*Address:* Sapphire Plaza, Watlington Street, Reading, RG1 4TA

*Supplier:* Nest

*Purpose:* pension scheme

*Address:* Riverside House, 2a Southwark Bridge Road, London, SE1 9HA

*Supplier:* BreatheHR

*Purpose:* administration of all candidate and employee records

*Address:* Unit 7, Foundry Court, Foundry Lane, Horsham, RH13 5PY

*Supplier:* Sage

*Purpose:* processing of payroll

*Address:* North Park, Newcastle Upon Tyne, NE13 9AA

*Supplier:* Sodexo

*Purpose:* administration of childcare voucher scheme

*Address:* Unit 5, Albany Court, Albany Business Park, Camberley, Surrey, GU16 7QR

In addition to these named parties, we may be required to disclose data containing limited personal information to our auditors and financial advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data.

The Union do not sell any personal data related to our employees or transfer data to any third party, unless there is a legal requirement to do so.

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.

## **Keeping your information up-to-date**

Employees are required to inform the Human Resources Department in the event of any changes to data or the discovery of any inaccuracies.

## **Understanding the detail of our data security measures**

When we process your data, we will have already carefully assessed the lawful justification for doing so, the parameters in which the data is processed, the length of time the data is held for, the secure storage of your data and undertaken impact assessments to ensure your rights are delivered.

The Students' Union operates a [Data Protection and Information Security Policy](#) which is supported by a [practical handbook for our employees and volunteers](#). All employees and volunteers handling data are required to undertake general data protection training and third-parties handling data are required to provide a contract which meets the requirements of the Information Commission's Office.

## **Your right to know what data we hold about you, make changes or ask us to stop using your data**

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us (eg Union policy) we will do so. You can either call us on 01494 601 600 or email [sudataprotection@bucks.ac.uk](mailto:sudataprotection@bucks.ac.uk) if you have any concerns.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, you must complete the [Subject Access Request Form](#) with a description of the information you want to see and the required proof of your identity, by post, to Bucks Students' Union, Queen Alexandra Road, High Wycombe, Buckinghamshire, HP11 2JZ or in person with the Data Protection Officer.

If you have any questions, please send them to [sudataprotection@bucks.ac.uk](mailto:sudataprotection@bucks.ac.uk), and for further information see the [Information Commissioner's Office – guidance document](#).

## **Changes to this statement**

We may change this privacy statement from time to time. If we make any significant changes in the way we treat your personal information then we will make this clear on our website or by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting [sudataprotection@bucks.ac.uk](mailto:sudataprotection@bucks.ac.uk).