

Christ's College

Data protection statement – staff and senior members

How we use your personal information

This statement explains how Christ's College ("the College", "we" and "our") handles and uses information we collect about our staff and senior members/Fellows ("staff", "you" and "your"). For these purposes, "staff" is intended to include employees, workers, casual workers and contractors (including undergraduate supervisors, ad-hoc or temporary maintenance, kitchen and catering staff etc.) In broad terms, we use your data to manage your employment and/or membership 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.

The controller for your personal data is Christ's College, St. Andrew's Street, Cambridge CB2 3BU. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]. OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Data Protection Manager (dpa@christs.cam.ac.uk).

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

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 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.

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/or membership 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 contacts, including their name, relationship to you and their contact details.*

F. monitoring equality and diversity within the College:

Personal data may include information relating to your age, gender, sexual orientation, marital status, religion or belief, race, ethnic or national origin and any disability.*

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 do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns, we may consider them. Our social media guidelines for staff are available at <https://intranet.christs.cam.ac.uk/information-college-staff>.

We also operate CCTV on our site, which will capture footage of you. Our CCTV policy can be viewed at <https://www.christs.cam.ac.uk/college-administrative-information-and-policy-documents>.

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to conduct a criminal record check and we may also conduct other pre-employment checks (specifically we may ask for proof of qualifications, training or licences required for the job role). If this is the case, we will make this clear to you in separate correspondence and obtain your prior consent to conducting these checks. Please note that obtaining a satisfactory criminal record check is a legal requirement for holding certain roles at the College.

An up-to-date list of the roles which require a criminal record check and other pre-employment checks are set out in the College's Safeguarding Policy which is available on the College's website. Criminal record checks and other pre-employment checks are conducted to help the College assess your suitability to be appointed and/or continue your employment in one of the roles set out in its Safeguarding Policy. This information is only used for this specific purpose, and we comply fully with our own Data Protection Policy and the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of this information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

We will use CareCheck and Cambridge SCA as our agents to conduct criminal record and other pre-employment checks.

In almost all cases, criminal record and other pre-employment checks will be deleted once the results have been fully considered by the College and just a record of the date that the check was performed and whether it yielded a satisfactory or unsatisfactory result will be retained.

In exceptional circumstances, the College will retain a copy of the criminal record and other pre-employment checks where the results are relevant to your ongoing employment. In these circumstances, the checks will only be held for the period that you work for the College.

Who we share your data with

We share relevant personal data with our sub-contracting agents and with relevant government agencies (e.g. HMRC) and your pension provider. Information is not shared with other third parties without your written consent, other than your name, role and employment contact details which may be made publicly available. Generally, personal data is not shared outside of the United Kingdom.

We hold all staff information for the duration of your employment and or the year in which you leave plus six years after the end of your employment. After that time all staff information is destroyed.

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.

For senior members, we may hold information for the lifetime of the College.

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.

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.

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/>.