

Data Protection

Staff Data Collection Notice

Why do we need your personal data?

Brunel University collects and uses information about you for various administrative reasons, including:

- administration of salary, pensions and sickness and other payments
- training and development, disciplinary and grievance procedures
- academic and research administration
- monitoring quality and performance
- health and safety
- security
- access to facilities such as computing and the library
- compliance with other legal requirements, e.g., equal opportunities, Disability Discrimination Act, returns to external bodies.

What disclosures do we make?

Staff information is disclosed to certain third parties including:

- relevant Government departments/agencies, e.g., Higher Education Statistics Agency, Higher Education Funding Council for England, Criminal Records Bureau
- potential employers on receipt of a reference request
- potential providers of education where a reference is requested
- internal and external auditors.

Disclosures to organisations not listed above will only be made in specific legitimate circumstances. Your consent will be sought where necessary, unless exceptional circumstances apply.

Information about you may be displayed on University web pages for the functioning and management of the University. Photographs should only be included with your consent. In cases where you consider that this might cause you significant damage or distress, you should make your objection known to the person responsible for the relevant web pages.

Release of information in connection with your employment may be required under the Freedom of Information Act.

Your information will be processed in accordance with the Data Protection Act 1998. The University is registered as a data controller with the Office of the Information Commissioner. This, and the University Data Protection Policy, is available via the University's Data Protection web page at:

<http://www.brunel.ac.uk/about/administration/information-access/data-protection>.

Higher Education Statistics Agency

Some information held about you by the University is sent in coded and anonymised form to the Higher Education Statistics Agency (HESA) annually. This forms your HESA record which includes information about ethnicity and disability, if it has been disclosed to the University.

For more information about how HESA uses these data, refer to the HESA Data Protection statement (<http://www.hesa.ac.uk/>).

Your record will not be used by HESA in a way that would affect you individually.

You may wish to note that your name and contact details will not be made available to HESA and that precautions are taken to minimise the risk of identification of individuals from the published data.

How long do we keep it?

We keep your official personnel file for 7 years after the end of your employment with the University.

Your responsibility

You should make sure that your contact data is kept up-to-date. You can do this through the My View option on the Human Resources intranet page (<https://hr.brunel.ac.uk/live/Portal/>).

Access to your information

If you want to see your official personnel file, you should complete a subject access request form (<http://www.brunel.ac.uk/about/administration/information-access/data-protection/what-we-do-with-your-data>) and send it with proof of your identity to the Information Access Officer (Governance, Information & Legal Office). No payment is required. You will be allowed to inspect your file, and have a copy of any items you indicate.

If you wish to see any other information about you, you will need to fill out the form and provide proof of your identity and payment of £10.

In each case, the University will respond within 40 calendar days of receiving your request.