

## BU Privacy Notice: Workforce and Applicants

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### 1. Introduction

In this Notice, "BU" "we", "our" and "us" refers to Bournemouth University Higher Education Corporation.

As an employer BU must meet its contractual, statutory and administrative obligations. We are committed to ensuring that the personal data of staff and applicants is handled in accordance with the principles set out in our

We get information about you from the following sources:

- Directly from you, including Application Form and Equality Monitoring Forms for our employee applicants.
- Directly from you in response to competitions or similar scenarios.
- From an employment agency.
- From your employer if you are a second contractor
- From people you identify as referees.
- From third parties, such as the Disclosure and Barring Service, the Higher Education Statistics Agency, the UK Visas and Immigration service (part of the Home Office).
- From Occupational Health and other health providers.
- From Pension administrators and other government departments, for example tax details from HMRC.
- From your Trade Union.
- From the Car Parking Scheme.
- From providers of staff benefits.
- CCTV footage and other electronic records such as smartcard technology.

### 3. What personal data we process and why

Information related to your application and

We use the following information to carry out recruitment and selection processes, you will provide and BU will receive data about you in respect of the work you undertake for us and your communications with BU staff, students and other individuals as part of your role. We will use this information for all purposes associated with the administration of your role. In addition, we use this information for the purposes of:

- x providing opportunities under the guaranteed interview scheme for applicants who meet the minimum requirements and declare a disability.
- x contractual administration
- x providing support services
- x IT and other systems access.
- x managing compliance with legal requirements
- x statutory returns and compliance (such as the Data Protection Act 1998)

- x For HMRC compliance, BU is obligated to maintain an ~~employee~~ <sup>employee's</sup> legal name, date of birth, gender (legal sex), full address, and national insurance number. Additionally, BU requires your tax code and student loan information, typically acquired from your P45 form.
- x A copy of your highest and/or relevant educational qualification(s) and/or professional membership(s)
- x Your photograph for the purpose of production of an access card
- x Bank details and information about your tax status and pension
- x Continuous service date if different to your start date with BU.
- x A copy of your passport or similar





Electronic employment records about you are accessible to other BU staff to the extent that they require a for the purposes of their role within BU, to fulfil our employment duties with you (such as to process pay sickness, annual leave and absence) and where a legitimate and vital interest exists (such as in an emergency) BU uses MHR UK as a data processor to support the running of the iTrent system.

If you are a BU employee, some types of information which are held securely with us are held separately held in electronic and/or hard copy by the Faculty or Professional Service in which you work including information about any appraisal and development matters and any additional support needs you may have.

Your personal data will also be held in electronic and/or hard copies within files and email folders in individual BU administration departments as appropriate. This includes information held by our Human Resources (HR)

We will disclose limited staff data to a variety of recipients including:

- x our employees, agencies and subsidiary companies and contractors where there is a legitimate reason for their receiving the information (including service providers, external IT support providers, our insurers and external legal and financial advisers)
- x current, past or potential employers of our staff (to provide or obtain references with your consent in line with [BU classification guidance](#); any reference received or provided by BU is treated as confidential)
- x letting agents, banks, mortgage companies (to provide references with your consent)
- x professional and regulatory bodies (e.g. NMC, HCPC, BPS, SRA, BSB, ACCA) in relation to the confirmation of conduct including complaints, job description and information provided as part of the recruitment process
- x Companies House in respect of director and company secretarial appointments and resignations for BS

x



There may be a Restricted Transfer of your personal data in the following circumstances:

- x Where we use a cloud-based IT system to hold your data, and the data in the cloud is stored on servers located outside the UK in a country which is not subject to an adequacy decision. In these circumstances we safeguard your data through undertaking appropriate checks on the levels of security offered by the cloud provider and entering into a contract with them which applies protections of the same type and level required by data protection laws within the UK;
- x Where you are based outside the UK in a country which is not subject to an adequacy decision.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests.

Occasionally, external individuals may serve as experts on selection panels. In such cases, the University provides applicant details to these individuals via the candidate management system for recruitment purposes.

Except as set out in this Notice, BU does not share your personal data with third parties. However, for pre-employment checks, we will check references and verify your right to work through an approved identification document validation technology providers. We will share your data with former employers for references, background check providers, and the Disclosure and Barring Service for criminal records checks where necessary. If an external funding body directly funds your employment, your data and CV may be shared with them.

If your appointment is grant-funded, salary information and your CV may need approval from the external funding body. If your role involves working with third-party organisations such as the NHS, information about your employment may be shared with them.

BU utilises Atlantic Data Ltd, a third party organization, to administer Disclosure and Barring Service (DBS) checks on our behalf. BU shares limited personal details with Atlantic Data Ltd for this purpose (such as middle name, surname, gender, date of birth, email). A copy of Atlantic Data Ltd's privacy statement is available here: <https://policy.dtu.ac.uk/atlantic-data>

and [BU Staff and Authorised Users Information Security Policy](#) reserves the right to use monitoring activities to protect against threats to its students, staff and

Smartcard uses

All staff are all issued with a Smartcard that displays their name, staff reference number and photograph. This is a multifunction card and contains key information that is utilised by a number of systems around BU including for the swipe access system for the entry and exit of Bounxi 22d (r)9rh291(t)-2.F.6 0 t