

# ***EMPLOYEE DATA PRIVACY STATEMENT***

Last Reviewed: 17<sup>th</sup> August 2020

## ***INTRODUCTION***

Heriot-Watt University Student 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 do anything you wouldn't reasonably expect.

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

## ***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 the Student Union you will complete an application form. This form will contain personal information about 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.

### **WHEN YOU BECOME AN EMPLOYEE**

When you become an employee of the Student 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 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 Policy 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
- Email Address
- Telephone Number
- Nationality
- Qualifications
- Employment and Volunteering History
- Right to work in the UK
- Details of criminal convictions
- Details of training provided

We will mainly use your data to:

- Communicate with you
- Provide anonymous equal opportunities monitoring
- Consider your application for the role

## EQUAL OPPORTUNITIES MONITORING

We ask you to provide the following information, which is held separately and anonymously from your application form, for the purposes of monitoring the diversity of applications for our roles:

- Ethnic Origin
- Sexual Orientation
- Disability
- Gender
- Date of Birth
- Religion

## THIRD PARTY REFERENCES

If you are a reference for an applicant the applicant will provide us with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Job Title
- Company
- Address
- Telephone number
- Email address

## EMPLOYEES

When you commence employment with the Students' Union we will ask you to provide:

- Name
- Address
- Email Address
- Telephone number
- Date of Birth
- National Insurance Number
- Bank Account Details

- Passport or Visa Details
- Emergency contact details

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

- Health Records & Physician Details
- Performance Records

We will mainly use your data for:

- Administrative functions relating to your employment including the payment of salaries
- Managing sickness, health 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.

We disclose your information to key suppliers with whom we hold contracts to deliver services for the Students' Union. These suppliers are named below:

**Supplier:** Royal Bank of Scotland

**Purpose:** Payment Transfers

**Address:** 239 St Johns Road, Edinburgh, EH12 7XA

**Supplier:** Heriot-Watt University Payroll Department

**Purpose:** Payroll Services

**Address:** Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS

**Supplier:** Equiniti

**Purpose:** Payroll Payment Services

**Address:** 27 King Street, Reading, RG1 3AA

**Supplier:** Flow Hospitality Training  
**Purpose:** Online Training Provider  
**Address:** Exchange Tower, 19 Canning Street, Edinburgh, EH3 8EG

**Supplier:** Heriot-Watt University – Workrite Training  
**Purpose:** Online Training Provider  
**Address:** Heriot-Watt University, Riccarton, Edinburgh, EH14 4AS

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

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 Student Union Corporate Services 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. An overview of this analysis can be found on our Intranet.

The Student Union operates a Data Protection and Information Security Policy 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 Commissioner'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 for (e.g. employment administration) we will do so. Contact us on 0131 451 5333 or [privacy@hwunion.com](mailto:privacy@hwunion.com) 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 the Heriot-Watt University Student Union, Riccarton, Edinburgh, EH14 4AS or in person with the Data Protection Officer.

If you have any questions please send these to [privacy@hwunion.com](mailto:privacy@hwunion.com), and for further information see the [Information Commissioner's guidance here \(link is external\)](#).

## ***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 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 [privacy@hwunion.com](mailto:privacy@hwunion.com).