



## **Privacy Notice for HEFESTIS Ltd Staff**

### **Who Are We?**

HEFESTIS (Higher Education (HE)/ Further Education (FE) Technology and Information Services) Limited is a not-for-profit Shared Service organisation jointly owned by member institutions across the Scottish University and Colleges sectors. It provides shared services to institutions and where applicable to sector-owned bodies. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them.

For the purpose of this Privacy Notice, the Data Controller - the person or organisation that determines the purposes and manner by which any personal data are processed - is HEFESTIS Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ.

HEFESTIS Ltd process staff personal data under contract (UK GDPR Article 6(1)(b)) and special category data for purposes associated with employment (UK GDPR Article 9(2)(b) and DPA 2018, Schedule 1, Part 1 (1)).

### **Why we collect and process your information**

HEFESTIS Ltd collects and processes your personal information as you have or have had a contract with us. This information is collected from your initial job application and recruitment process through to payroll, annual reviews and providing employee services and benefits, for example occupational health, pensions and childcare vouchers.

We process special category data to monitor recruitment statistics (e.g. ethnic origin, sexual orientation or religion or belief), understand additional needs or disabilities to allow us to make reasonable adjustments to support you during your employment and health data for purposes related to attendance (sickness leave) and for additional services we provide, for example occupational health referrals.

We will process your personal information for the following purposes:

- Making, keeping and maintaining your staff record and managing HR processes
- Administering financial matters including payment of salaries, reimbursements and pension provision, including National Insurance and Tax Administration
- Support purposes, including the provision of advice and support to you, occupational health, health and safety, attendance monitoring
- Supporting professional development and learning
- Administering employment benefits schemes (e.g. Edenred childcare vouchers or Cycle to Work scheme) where requested
- Managing our ICT services (delivered by APUC)

- Carrying out criminal record checks for staff through Disclosure Scotland including Protecting Vulnerable Groups (PVG) membership scheme
- Communication purposes in relation to your employment
- Providing reports to our Board and Members
- Ensuring that HEFESTIS Ltd remains safe and inclusive, including undertaking enquiries and investigations in relation to complaints, staff conduct and any other enquiries and investigations in-line with our policies including the management of behavioural or disciplinary issues, use or misuse of electronic and communication systems and social media
- Research including monitoring quality and performance
- Contacting your emergency contacts
- Providing references to future employers
- Statistical and archive purposes

We may also process your personal data where we are legally required to, for example in the prevention and detection of crime including fraud.

### **What information do we collect?**

As a member of staff, the categories of personal data you provide may include:

- your name, address and contact details, including personal email address and telephone number;
- date of birth, gender, marital status and dependants;
- details of your qualifications, skills, experience and employment history;
- CV, cover letter and references from previous employers;
- next of kin and emergency contact information;
- National Insurance number;
- bank account details, payroll records and tax status information;
- salary, annual leave, pension and information about your current level of remuneration, including benefit entitlements;
- workplace location;
- photographs;
- start and end dates;
- copy of driving licence, passport or utility bill;
- employment records, including job titles, work history, working hours, training records and professional memberships;
- disciplinary and grievance information;
- whether you have a disability or additional needs for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We also process special category 'sensitive' data including:

- information collected during equalities monitoring such as ethnicity or religion, or in relation to your health are processed for the purposes of carrying out requirements under employment law;
- health data, where required, may be shared for the purpose of occupational medicine, using this specified lawful basis;

- health and disability data to ensure reasonable adjustments can be made to support you in your work;
- criminal conviction data, where you are required to disclose or have a Disclosure Scotland and/or PVG check as part of your contract;
- in an emergency, information may be shared to medical professionals.

You may provide this information on paper, online, by email, telephone or face-to-face. Your data may be stored in paper format, securely locked in filing cabinets or electronically on a Microsoft server located in the UK under contract.

### **Will my information be shared with others?**

The HR, ICT and Finance functions of HEFESTIS Ltd are delivered by APUC. APUC act as a Data Processor on our behalf, acting on our documented instructions. For instance, where you accept a contract of employment, provide payment details for payroll or reimbursement purposes, access staff benefits or use our ICT, your data will be processed by APUC. Please note APUC subcontract parts of these functions, for example as part of their pension, payroll, employee benefit and ICT provision. Further details of how APUC process your data can be found in the following Privacy Notices [here](#).

We will share personal information with Members who you are providing consultancy to and where it is appropriate to do so, for example to make them aware of any absences or to discuss your work. Similarly, we will share personal information with your HEFESTIS colleagues where it is appropriate to do so, on a need-to-know basis, for example where cover is needed as a result of sickness absence. Each Member has their own Privacy Notice in place that you should refer to.

We will also share limited personal information with Board Members, Members, Service Users and Stakeholders for reporting purposes in relation to delivering our service.

### **How long do we keep your information?**

HEFESTIS Ltd only keeps your personal information for the minimum time necessary for us to meet our obligations as your employer and our business and audit requirements.

- Staff details are held for 2 years after termination of contract.
- Records of payments and banking details are retained by Finance (APUC) for 7 years for tax and audit purposes.

### **Your rights under data protection law**

Under data protection law, you have a number of rights in relation to your information, including your right to:

- be informed of how your data is being processed (as in this privacy notice)
- access and obtain a copy of your data (referred to as a subject access request)
- have incorrect or incomplete data amended
- have your data deleted

- object to the processing of your data
- data portability
- challenge automated decision making and profiling

Please note that some of these rights only apply under certain circumstances. Further details about your privacy rights can be found on the Information Commissioner's Office website [here](#). If you have any concerns about HEFESTIS Ltd's processing of your data or you would like to discuss your information rights in relation to this, please contact Dr Mairead Wood by email [MWood@hefestis.ac.uk](mailto:MWood@hefestis.ac.uk) or post at DPO, HEFESTIS Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ.

We aim to resolve all complaints internally. However, if you have concerns about HEFESTIS Ltd's processing of your data or information rights practices, you can contact the Information Commissioner's Office (ICO) using their website <https://ico.org.uk/make-a-complaint/> or by phone on 0303-123-1113.

We review our privacy information periodically. Last updated September 2021.