

# EMPLOYMENT INFORMATION PRIVACY NOTICE

## Information you need to know

The Leicester Services Partnership Limited is the Data Controller for your employment information.

The Data Controller can be contacted at:

The Leicester Services Partnership Limited  
University of Leicester  
Percy Gee  
University Road  
Leicester  
LE1 7RH

Telephone: 0116 373 6427

Email: [info@hereforu.org](mailto:info@hereforu.org)

The University of Leicester is the Data Processor for your employment information.

This privacy notice explains how we use your personal information, and your rights regarding that information.

### What information are we collecting?

The organisation collects and processes a range of information about you. This includes:

- *Your name, address and contact details;*
- *The terms and conditions of your employment;*
- *Details of your qualifications and employment history with previous employers and with the organisation;*
- *Information about your remuneration, including entitlement to benefits such as pensions or insurance cover;*
- *Details of your bank account and national insurance number;*
- *Information about your dependents and emergency contacts;*
- *Information about your nationality and entitlement to work in the UK;*
- *Information about your criminal record (if required for your role);*
- *Details of your working hours, attendance at work, periods of leave taken by you and the reasons for the leave;*
- *Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;*

- *Assessments of your performance and details of training you have participated in;*
- *Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;*
- *Details of trade union subscriptions when taken directly;*
- *Equal opportunities monitoring information;*

The organisation collects this information in a variety of ways. For example, data is collected through application forms or CVs; obtained from your passport or other identity documents; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file, in the University of Leicester's HR management systems and in other IT systems (including the organisation's email system).

### Why are we collecting your data?

The Partnership holds information about members of staff in order to manage staff recruitment, probation, development, safety, reward, discipline and other functions such as security, equal opportunities and welfare.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

Some special categories of personal data, such as information about gender, health or medical conditions, is processed to carry out legal obligations (such as those in relation to employees with disabilities and for health and safety purposes). With your consent this information may also be shared with the University of Leicester's Occupational Health Team to ensure that the organisation can help support you with your absence or facilitate your return to work.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymized or is collected with the express consent of

employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

### **How we will use this data?**

The Partnership processes staff personal data in order to:

- *Pay your salary*
- *Review staff performance*
- *Assess suitability for promotion*
- *Monitor absence and sickness records in accordance with policies*
- *Enable staff to undertake their roles*
- *Publish online staff directories of basic work contact details*

### **What is the legal basis for processing the data?**

The legal basis for processing personal data is the employment contract between the Partnership and the individual, and where necessary where processing is necessary for compliance with the Partnership's legal obligations.

Where special category data is processed the legal basis is where it is necessary for the purposes of compliance with the Partnership's legal obligations, and where processing is necessary for the purpose of occupation medicine, or the assessment of the working capacity of the employee.

*If we are sharing your data with others who are we sharing it with?*

Information is passed from the Partnership to The University of Leicester.

Information is passed between various sections of the University for operational reasons (for example, the HR Division notifies changes of personnel to the Library, IT Services and other units on a 'need to know' basis).

Information may be disclosed to external agencies to which the University has obligations such as:

- [HM Revenue and Customs \(HMRC\)](#)
- The pension scheme providers and administrators
- [UK Visas and Immigration \(UKVI\)](#)
- [Office for National Statistics \(ONS\)](#)
- Mortgage lender and letting agencies (subject to written consent from staff member)
- UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offender, collection of a tax or duty, or safeguarding national security
- Third party software suppliers
- Auditors

## How long we will process your data for?

We retain employee data for 6 years from the end of employment

## What are your rights and how to enforce them?

- Right to be informed
- Right of access
- Right of rectification
- Right to restrict processing
- Right to data portability
- Right to object if your data is used for direct marketing purposes

## How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted at:

[www.ico.org.uk](http://www.ico.org.uk)

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK95AF

Telephone: 0303 123 1113

## Data Quality

We undertake regular audits of data held in the HR database to ensure that the information we hold about you and your relationship with the University is complete, accurate and up-to-date.