

## **St John's College, Cambridge, Data Protection Statement: Assistant Staff, and those who apply for Assistant Staff Posts**

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd. should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; [DPO@joh.cam.ac.uk](mailto:DPO@joh.cam.ac.uk).

### *What data are processed, and why?*

The College employs more than 250 assistant staff, working in a number of departments, including Porters, Housekeeping, Catering, Library, Gardening and Tutorial teams. Personal data for these staff, including some correspondence with College officers and other staff, are processed by the College. Processing of such data is necessary for the performance of a contract to which the members of staff are party, to comply with our legal obligations in respect of health and safety issues and financial transactions, and for necessary purposes arising from the furtherance of the legitimate interests pursued by the College, such as informal disciplinary procedures and the processing of data for network and information security purposes, as well as to take steps at the request of the member of staff prior to entering into a contract.

To be more specific, the College processes personal data of staff in ways listed in an annex to this Statement.

We also operate CCTV on our main College site, which captures footage showing individuals' movements, and a door security system which records entrances and exits through some doors on the main site. **A separate statement covers these operations.**

### *Where does the data come from?*

The personal data held are supplied by the member of staff, the 'data subject', on application for a post in the College, on appointment to a post, and at various times thereafter during (and in some circumstances after) their employment by the College. With the data subject's consent we seek and process further data from referees as part of the appointments process.

### *Sharing with Third Parties*

Some personal data, for example photographs and work telephone numbers, are shared in paper and online form with work colleagues, behind a password, in order to perform our contract with the data subject and so as to facilitate inter-departmental working.

We share personal information where necessary and appropriate across the collegiate University. The University and its partners, including all of the Colleges, have a data sharing protocol to govern the sharing of data in respect of College staff. This is necessary because the University and Colleges are distinct legal entities. The agreement can be viewed in full at <https://www.ois.cam.ac.uk/policies-and-protocols/data-sharing-protocols>. Any transmission of information between partners is managed through agreed processes that comply with UK data protection legislation.

**Data processed by the Finance Office** are shared with the following third parties:

HMRC, monthly, for RTI compliance; Payroll Bureau, in order to process the staff payroll; pension providers, monthly, to allocate contributions correctly and confirm entitlement to pension; BUPA, annually, for renewals and new entrants to a College Scheme – updated when people join and leave each month, or as cover details change; the Simplyhealth insurance scheme, annually, for the same purposes as BUPA; UNISON, monthly, to reconcile payments made; law courts, monthly; Barclaycard, for communications and security purposes in association with applications for a College credit card.

**Data processed by the HR Department** are shared with the following third parties:

Full name, job title, salary details and reasons for absence for absences of over four weeks, are shared with the Pensions Office of the University of Cambridge for Group Income Protection purposes.

Full names, addresses, job titles, employment dates, absence dates, and salary details may be shared with employers, landlords and mortgage providers, at the request of the data subject, as and when reference requests are received.

With the data subject's consent, full names, addresses, date of birth, contact details, employment dates, job details and hazards drawn from risk assessments, and absence information are provided to the University of Cambridge's Occupational Health Service whenever advice is required on an employee's fitness for work and/or adjustments that may be required.

**Data processed by the IT Department** are shared with the following third parties:

Contact information with the University Computer Emergency Response Team, whenever we are asked for assistance in dealing with possible breaches of the University's AUP/UK law.

**Data processed by the Library** are shared with the following third parties:

University Telecoms Office and University Information Services, for coordinating telephone services and for establishing rights to a CRS ID and a Lookup directory entry.

**Data processed by more than one Department** are shared with the Disclosure and Barring Service to obtain clearance before working in a position which requires safeguarding checks to be carried out, when appointment to a post turns on such background checks, and with the College insurers in the event or likelihood of a claim by a member of staff.

We do not pass personal data collected to these ends outside the European Economic Area.

#### *Retention of data*

Personal data are retained for the duration of employment, and selectively for at least seven years thereafter in order to meet obligations imposed by legislation, to supply references at the data subject's request, and to answer any questions arising from pension and other enduring contractual arrangements. Occasionally, members of assistant staff are admitted to membership of the College by the College's Council, and in such cases the provisions listed in **the data protection statements for alumni** also apply. Personal data relating to unsuccessful candidates for College posts are retained for no more than one year from the date of a final interview for the post, in order to provide feedback at the candidate's request.

#### *Rights of the Data Subject*

As a member of the College staff, or as an applicant for a post, you have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications that make use of your personal data; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you have questions or concerns about your personal information, or how it is used, please speak to the relevant College officer or Head of Department in the first instance. If you need further guidance, please contact the Head of Information Services and Systems using the details given above.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

*January 2018*

## Annex

*In what follows we address 'you' as the data subject/member of staff.*

We collect and process your personal information, as specified below, for a number of purposes.

### A. maintaining your personal details, including ensuring effective communications with you:

We retain personal information, provided by you or created by us, including:

- i) your current name and any previous names you have had;
- ii) unique personal identifiers (e.g. CRSID, date of birth, National Insurance number, P45, photograph);
- iii) your current and previous contact details;
- iv) next-of-kin or emergency contacts;
- v) disclosure of any criminal background.

We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

### B. maintaining a formal record of your employment by the College:

We retain personal information, provided by you or created by us, including:

- i) your application details where appropriate, your CV, our assessment of your application and the details of any offer(s) we have made;
- ii) evidence of your eligibility to work in the UK;
- iii) records of progress and performance at work (including staff development reviews, probation evaluations, submissions for discretionary salary increments, periods of holiday leave, leave of absence and sick-leave, promotion casework, clocking-in records in some departments, personal risk assessments, disciplinary records, complaints you make to the College and their outcomes, attendance on approved training courses, participation on Council committees);
- iv) records of your qualifications, including those prior to joining the College staff;
- v) other details of your achievements (e.g. offices and appointments, College and external awards or prizes, membership of professional bodies, participation in sports teams or other social activities, especially in a College or University context).

### C. maintaining records of what we owe and pay you in performance of our contractual agreements with you, including:

- i) name, address, phone number, email address, date of birth, National Insurance number, bank details, salary and other payroll information, tax code, pension scheme membership, benefits, Court Orders, student loan details, all as obtained from the data subject, or direct from their bank, or direct from HMRC, pension scheme administrators, and courts;
- ii) expenses claims to allow us to reimburse your expenses;
- iii) name, address, amount of loan, value of property, in accordance with our legal obligation to you under a College House Purchase Scheme.

Many financial details of this sort are retained for a minimum of seven years, to comply with HMRC obligations. Expenses claim payments within Barclays.net online banking processes are not retained by the College beyond thirty months from the claim.

D. maintaining records of what you owe to us, in terms of loan repayments; reimbursement of overpayment; and payments on and valuations of property, or the repayment of other advances under the House Purchase Scheme.

E. maintaining a record, where appropriate, of any particular personal needs you require to contribute and participate fully in work:

We retain personal information, provided by you or created by us, including:

- i) details of any disclosed disability, illness, and any consequent support, or other support needs;
- ii) details of consultations with College Health Centre staff;
- iii) car registration, motorcycle and bicycle registration and safe storage details;
- iv) details of any serious risks affecting you, for example severe allergies;
- v) arrangements agreed with you to manage your use of College and University facilities (for example computing services, sports and gym facilities, libraries), including personal evacuation plans and any other special requirements that may be linked to your health or religious beliefs;
- vi) details of any accident or injury sustained by you while on College premises, and our response, recorded for health and safety purposes;
- vii) records of your library borrowing if you enjoy borrowing privileges, and any fines that accrue, processing data entered on and stored on a shared University-wide Library system;
- viii) records of pastoral care provided by the Chaplain.

We may retain copies of statements from professional medical advisers, provided either by you or directly to us.

This information in A to E is normally retained during your employment by the College, and then for no longer than six years after you leave. Information held on our email directory is discarded when your user account is deactivated, within a year of leaving the College's employment. Personal evacuation plans are deleted when an individual leaves the College's employment. Accident records are deleted after three years. Names, email addresses and hardware identifiers and network connection records stored on College servers are retained while your account is active: moribund data will be automatically deleted after ten days. Some Health Centre records are held for six years, a diary recording consultations being retained for ten years. Records of pastoral care are retained for one year after the consultation. If you are an unsuccessful candidate for a staff appointment, the HR Department retains names, application forms and CVs for one year, in order to respond to queries about the application process and to provide feedback.

Please note that where you are referred to services not offered directly by the College, for example the University Counselling Centre and the University's Disability Resource Centre, these support services will have their own data protection statements or privacy notices.

F. provision of references to third parties:

In addition to the information above, we retain personal information, provided by you or created by us, including correspondence with College Officers necessary for the efficient creation of appropriately detailed references.

G. maintaining data to enable the College to produce statistics and research for internal and statutory reporting purposes:

It is difficult to provide a comprehensive list, but we retain personal information provided by you, including information relating to 'equal opportunities' (for example nationality, ethnicity, religious and other beliefs, gender, sexuality, age) in order to fulfill legal requirements placed on the College. Such information is anonymised and aggregated within five years of your departure from College employment.