

PRIVACY NOTICE

APUC/UCSS Staff Members

May 2018

Who Are We?

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's Universities and Colleges. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them. Our contact details are:

APUC Ltd
Unit 27, Stirling Business Centre,
Wellgreen,
Stirling, FK8 2DZ
Tel: +44 (0) 131 442 8930

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR) and relevant UK Data Protection legislation. APUC is registered with the Information Commissioner's Office (ICO) as a Data Controller, which means we are responsible for deciding how we hold and use your personal data. APUC is committed to protecting your privacy and complying with this regulation.

What is Personal Information?

Your 'personal information' means information about you, and any information from which you can be identified - either by reference to an identifier (for example your name, location data or online identifier (IP address)) or from factors specific to your physical, cultural or social identity. This document has been created to be read by individuals to understand how their personal data is used within the context of this notice so references to "you" throughout should be read as being the individuals concerned.

Scope

This privacy notice provides you with information about us, how and why we collect personal information from you, what we do with the personal information we collect from you, who we share your personal information with and your rights in relation to your personal information. We may update this Privacy Notice from time to time and will publish an up to date copy of the notice on the APUC Internal SharePoint.

How do We Collect Your Personal Information?

APUC complies with its obligations under GDPR / relevant Data Protection legislation by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Where does your Personal Information Come From?

We may collect your Personal Information in a number of ways, for example:

- When you contact us through HR or our governance team either via telephone or email;
- When you register with us for appointment, recruitment and vacancies;
- When you apply for a vacancy or role within our governance structure, internally or externally;
- When we collect data through the implementation of any governance / HR Employee Relations Policies e.g. Disciplinary, Grievance;
- In the course of managing your employment or relationship with APUC, for example PRD, payroll;
- When you use any HR services;
- When we receive your Personal Data from third parties, for example references; security screening; and recruitment agencies;
- When we conduct legitimate business operations.

If you would like more information on the source of your personal information, please contact the Data Protection Officer, details can be found at the end of this document.

What Types of Personal Information Do We Collect?

The details of the personal information we may collect, in addition to the reasons and lawful basis for processing are shown in the table in appendix 1. This table also details also highlights any 'special category' information we collect and the specific details for processing this information.

How do we share your Personal Information?

We may share your personal information with the following parties:

- HMRC
- With employees, agents and/or professional advisors;
- APUC member institutions, other UK Purchasing Consortia, Centres of Expertise, Scottish Government
- With other third party contractors who provide services to us, for example payroll, pension providers
- Current and potential framework suppliers (in order to conduct business)
- Where we are under a legal obligation to do so
- Other third parties as necessary to comply with the law
- The public generally: for business promotion, we may share details of your name, work location, job role and photograph

What is the Lawful Basis for Processing your Personal Data

For virtually all staff data, we will rely on performance of a contract as the lawful basis for processing, however depending on the activity your data is used for, legitimate interest or legal obligation may be used. Occasionally we may rely on your consent to process your data.

How long will we keep your Personal Data?

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information. These purposes are listed in appendix 1.

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

We will retain all of your personal information during your engagement and for 6 years after termination to allow us to establish, exercise or defend legal claims, with the exception of the following:

- We will delete **out-of-date** contact, emergency contact, and bank account details whenever you provide us with updated details.
- We will retain **current** bank account details during your engagement and delete these 6 months after the final payment to you following the termination of your engagement.
- We will retain **current** emergency contact details during your engagement and delete these when your engagement terminates.
- We will retain payroll and wage records, salary and benefits details, including pension and bonus details during your engagement and until 7 years after termination;
- We will retain photographs of you during your engagement and delete these when your engagement terminates;
- We will retain tax records for 7 years from the end of the tax year to which they relate.

What Are Your Rights Regarding Your Personal Data?

You have certain rights under data protection legislation in relation to the personal information that we hold about you. Unless subject to an exemption under the GDPR / relevant Data Protection legislation, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which APUC holds about you;
- The right to request that APUC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data;
- The right to withdraw your consent to the processing at any time, only if consent is relied upon as a processing condition;
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

How Will We Keep Your Data Safe?

We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of your personal information.

The security measures applied include:

- hard copy records and manual files are kept to a minimum, where required these will be kept in locked filing cabinets
- electronic records are kept in an electronic filing system with access restricted to APUC staff
- appropriate cyber security measures, including accreditation to relevant cyber security standards

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with GDPR / relevant Data Protection legislation and work to instructions with regards to what information they process and what they do with this, as agreed in the contracts we have with them.

Further Information

If you have any questions about how we collect, store or use your information, or you would like to update the information we hold about you, please contact our Data Protection Officer:

Gerry O'Hare
APUC Ltd
Unit 27, Stirling Business Centre,
Wellgreen,
Stirling
FK8 2DZ

E-mail: gohare@ucss.ac.uk

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here: <https://ico.org.uk/global/contact-us/>

Appendix 1 Table showing Personal Information, Reason and Lawful Basis for Processing

Please note: - Data marked * in the table below is 'special categories of personal information' or might disclose such information. We must have additional legal grounds for processing special categories of personal information – these are listed in the middle column of the table.

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<ul style="list-style-type: none"> To make a decision about your recruitment or appointment To determine the terms on which you work for us, and advise you of these 	<ul style="list-style-type: none"> To enter or carry out the contract To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> To select suitable employees, workers and contractors 	<ul style="list-style-type: none"> Personal contact details (including name, address, email, telephone number) Your application form, CV and interview notes References and details of previous employers Professional memberships and qualifications Offer letter, contract of employment Working time opt-out agreements Work location Start date
<ul style="list-style-type: none"> To check you are legally entitled to work in the UK 	<ul style="list-style-type: none"> To enter or carry out the contract To comply with a legal obligation 	<ul style="list-style-type: none"> Personal contact details Documentation confirming your right to work in the UK Copy of your passport
<ul style="list-style-type: none"> To contact you To administer our contract with you To ensure compliance with the terms of your contract To provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility) If applicable, to deduct tax and national insurance 	<ul style="list-style-type: none"> To enter or carry out the contract To comply with a legal obligation <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> To exercise or perform employment law rights or obligations For the purposes of preventive or occupational medicine, or for the assessment of your working capacity 	<ul style="list-style-type: none"> Personal contact details Work location Offer letter and contract of employment Start date Bank account details Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details Tax and national insurance details, including national insurance number Absence records (excluding data disclosing sickness and health information) Hours worked Holiday records Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* Age and date of birth Health data and sickness records, including disability information*

<ul style="list-style-type: none"> • To carry out business management and planning, including accounting or auditing • To manage performance and conduct • To make decisions about salary and compensation • To conduct disciplinary and grievance proceedings • To assess qualifications and suitability for a job or task, including promotion decisions • To manage flexible working applications • To make decisions about continued employment or engagement • To make arrangements for the termination of our working relationship 	<ul style="list-style-type: none"> • To carry out the contract • To comply with a legal obligation • For our legitimate interests: <ul style="list-style-type: none"> ○ Business management ○ Workforce planning ○ Ensure a suitable workforce ○ Ensure compliance with our policies and procedures <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> • To exercise or perform employment law rights or obligations • To review equality of opportunity or treatment 	<ul style="list-style-type: none"> • Personal contact details • Work location • Photograph of you • Offer letter and contract of employment • Start date • Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details • Absence records • Hours worked • Holiday records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* • Details of job titles and duties, work history, performance and appraisal records • Age and date of birth • Information and correspondence regarding flexible working applications • Professional memberships and qualifications • Training records • Information and correspondence relating to disciplinary and grievance investigations and proceedings • Information confirming you have read and understood our policies and procedures • Information about your use of our information and communication systems, and emails passing through our systems • Redundancy information, including pooling data, selection matrixes, consultation notes, correspondence • Marriage or civil partnership status* • Gender
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<ul style="list-style-type: none"> • To manage sickness absence • To assess your fitness to work • To consider disability status and reasonable adjustments for disabled workers 	<ul style="list-style-type: none"> • To carry out the contract • To comply with a legal obligation • For our legitimate interests: <ul style="list-style-type: none"> ○ Business management ○ Workforce planning ○ Ensure a suitable workforce ○ Ensure compliance with our policies and procedures <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> ○ To exercise or perform employment law rights or obligations ○ For the purposes of preventive or occupational medicine, or for the assessment of your working capacity ○ To review equality of opportunity or treatment 	<ul style="list-style-type: none"> • Personal contact details • Work location • Start date • Offer letter and contract of employment • Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details • Absence & Holiday records • Health data and sickness records, including disability information* • Hours worked • Information and correspondence regarding pregnancy, birth and maternity leave* • Information and correspondence regarding breastfeeding* • Information and correspondence relating to disciplinary and grievance investigations and proceedings • Information confirming you have read and understood our policies and procedures • Details of job titles and duties, work history, performance and appraisal records
<ul style="list-style-type: none"> • To manage requests for time off work, including but not limited to time off for: <ul style="list-style-type: none"> ○ Antenatal appointments; ○ Maternity, paternity, adoption, parental and / or shared parental leave ○ Time off for dependants ○ Bereavement ○ Jury service ○ Emergency leave / Carer's leave 	<ul style="list-style-type: none"> • To carry out the contract • To comply with a legal obligation • For our legitimate interests: <ul style="list-style-type: none"> ○ Business management ○ Workforce planning ○ Ensure compliance with our policies and procedures <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> ○ To exercise or perform employment law rights or obligations 	<ul style="list-style-type: none"> • Personal contact details • Start date • Offer letter and contract of employment • Work location • Absence records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* • Dependants*
<ul style="list-style-type: none"> • To carry out education, training and development 	<ul style="list-style-type: none"> • To carry out the contract • To comply with a legal obligation • For our legitimate interests: <ul style="list-style-type: none"> ○ Business management ○ Workforce planning ○ Ensure a suitable workforce ○ Ensure compliance with our policies and procedures 	<ul style="list-style-type: none"> • Personal contact details • Work location • Start date • Absence records • Details of job titles and duties, work history, performance and appraisal records • Professional memberships and qualifications • Training records

<ul style="list-style-type: none"> To monitor your use of our IT and communications systems 	<ul style="list-style-type: none"> For our legitimate interests: <ul style="list-style-type: none"> Ensure compliance with our policies and procedures Protect our business information Ensure compliance with our confidentiality obligations to clients Ensure network and information security, including checking for viruses, preventing unauthorised access to our information and communication systems, preventing malicious software distribution, or to find or retrieve lost messages Service the needs of customers and clients 	<ul style="list-style-type: none"> Name Work location Information about your use of our information and communication systems, and emails passing through our systems Correspondence to and from you (electronic or otherwise) and telephone voicemail messages during times when you are absent from the workplace
<ul style="list-style-type: none"> To comply with health and safety obligations 	<ul style="list-style-type: none"> To comply with a legal obligation <u>*For special categories of information:</u> <ul style="list-style-type: none"> To exercise or perform employment law rights or obligations For the purposes of preventive or occupational medicine, or for the assessment of your working capacity 	<ul style="list-style-type: none"> Your name Health data and sickness records, including disability information* Accident records Training records Hours worked Information regarding pregnancy and maternity* Information and correspondence regarding breastfeeding*
<ul style="list-style-type: none"> To maintain records of your working time, holidays, and working time opt-out agreements 	<ul style="list-style-type: none"> To carry out the contract To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> Business management Workforce planning 	<ul style="list-style-type: none"> Your name Hours worked Working time opt-out agreements Holiday records
<ul style="list-style-type: none"> To inform your contacts in the event of sickness, accident or other emergency 	<ul style="list-style-type: none"> For the legitimate interests of the emergency contacts you have notified to us: <ul style="list-style-type: none"> To be informed in the event of sickness, accident or other emergency 	<ul style="list-style-type: none"> Your name Work location Emergency contact details

<ul style="list-style-type: none"> • To protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency) 	<ul style="list-style-type: none"> • To protect your vital interests or those of another person <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> • To protect the vital interests of you or another person, if you are incapable of giving consent 	<ul style="list-style-type: none"> • Personal contact details • Work location • Accident records • Health data and sickness records, including disability information* • Emergency contact details
<ul style="list-style-type: none"> • To conduct business operations including tendering exercises, supplier and contract management • To provide a shared service to APUC member organisations • For assessment and analysis purposes to help improve the operation of, and manage the performance of our business 	<ul style="list-style-type: none"> • To carry out the contract • For our legitimate interests: <ul style="list-style-type: none"> ○ Business management ○ Service the needs of customers and clients 	<ul style="list-style-type: none"> • Your name • Work location • Professional memberships and qualifications • Details of job titles and duties, work history, performance and appraisal records
<ul style="list-style-type: none"> • Prevent and detect crime and ensure a secure work environment 	<p>For our legitimate interests</p> <ul style="list-style-type: none"> ○ Verify the identity of individuals accessing our premises ○ Prevent and detect theft 	<ul style="list-style-type: none"> • Name • Work location • Photographs of you • CCTV images