

Privacy Notice - Employees

Liverpool Hope Students' Union ("LHSU", "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 to make better decisions, communicate more efficiently and ultimately, ensure you receive the services required as an LHSU employee.

Where we collect information about you

We collect information in the following ways:

When you become an employee

When you become an employee of LHSU, 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 HMRC or external referees. 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, which we collect, and how we use it depends on why you are providing it.

Employees

When you commence employment with LHSU, we will ask you to provide:

- Name
- Address
- Email Address
- Telephone Number
- Gender
- Date of Birth
- National Insurance Number
- Bank Account Details
- Third Party Remuneration Sources
- 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 to:

- Administrative functions relating to your employment including the payment of salaries, pensions, or other payments due under the contract of employment;
- Managing absence, sickness, health and workplace performance;
- Training and development purposes;
- Management planning;
- Promotion and salary progression exercises;
- Negotiations with staff representatives;
- Administration of LHSU's policies and procedures;
- Compliance with legislation (principally the Employment Act and Equality Act)
- Compliance with any statutory requirement to provide information about staff, including statistical returns to external bodies;
- Administration of the LHSU's disciplinary and grievance procedures;
- Production of published staff lists including telephone and email directories for both internal and external use;
- Production of photographs for display within LHSU or online; and
- Monitoring the use of the LHSU's resources.

Lawful basis, retention and security

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.

How long we keep your data

The length of time we keep your data varies depending on why we have collected it. We will keep your personal data only for as long as we need for the purpose it was gathered and for a limited time after that to ensure that we comply with our legal obligations and that we have sufficient records to respond to queries (including complaints, legal claims and safeguarding).

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.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an

adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

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

Supplier: NatWest Bank
Purpose: Bank
Address: 135 Bishopsgate, London EC2M 3UR

Supplier: Liverpool Hope University
Purpose: Payroll
Address: Hope Park, Taggart Avenue, Liverpool, L16 9JD

Supplier: NEST
Purpose: Pension Administration
Address: Riverside House, Southwark Bridge Road, London, SE1 9HA

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 Liverpool Hope University, the police, regulatory bodies or legal advisors.

We will only ever share your data in other circumstances if we have your explicit and information consent.

Keeping your information up to date

Employees are required to inform the General Manager in the event of any changes to data or the discovery of any inaccuracies.

Understanding the detail of our data security measures

LHSU operates a Data Protection Policy; 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 rights

You have a right to see the information LHSU holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that LHSU is not processing this information for the purpose it was collected.

If you have any queries about this notice or your personal information generally, please send these to unionmanager@hope.ac.uk.

If you wish to access your information you should 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 Liverpool Hope Students' Union, Hope Park, Taggart Avenue, Liverpool, L16 9JD.

Where information is held on the basis of your consent you have the right to withdraw this at any time.

For further information see the [Information Commissioner's Guidance here](#).

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 unionmanager@hope.ac.uk.