

## Privacy Notice

University Alliance is committed to protecting the privacy and security of personal data. “Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

This notice explains what personal data University Alliance holds about its staff, programme contacts and participants, and others (“you”). We set out how we use your data internally, how we share it, how long we keep it and what your legal rights are in relation to it.

This notice does not form part of any contract of employment or other contract to provide services.

For the parts of your personal data that you supply to us to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

### **How does the law regulate our use of personal data?**

Data protection law requires us, as data controller for your data:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

### **Our Contact Details**

If you need to contact us about your data, please write to our Data Protection Officer at University House, 109-117 Middlesex Street, London E1 7JF or email [info@unialliance.ac.uk]

### **What personal data we hold about you and how we use it**

We may hold and use a range of data about you at different stages of our relationship with you. We might receive this data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

We collect different data about different people. Categories of data that we collect, store and use include (but are not limited to):

#### Staff and officeholders:

- The contact details that you provide to us, including names, addresses and telephone numbers.
- Your position, role, contract terms, grade, salary, benefits and entitlements.
- Records about your recruitment, including your application paperwork, details of your qualifications, references (including names and contact details of referees), requests for special arrangements, communications regarding our decisions, and relevant committee and panel reports.
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your employment. Relevant criminal convictions or charges are those that indicate you might pose an unacceptable risk to other staff. Further, your role at University Alliance may require that we conduct a Disclosure and Barring Service check, which will provide us with details of any relevant criminal convictions and/or cautions that you have received.
- Copies of passports, right to work documents, visas and other immigration data.
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result.
- Equality monitoring data.
- Dietary requirements

- Your financial details, including bank and building society account numbers, sort codes, BACS IDs, NI numbers, tax codes, payslips and similar data.
- Pensions membership data, including identification numbers, quotes and projections, terms benefits and contributions.
- Learning and development records, including your attendance, completions, accreditations and certifications.
- Capability procedure records, including performance indicators, records of review meetings, feedback, decisions and outcomes.
- Promotion and progression records, including applications, references and supporting materials, records of deliberations and decisions, feedback and awards.
- Records regarding grievances, disciplinary proceedings or investigations prompted by, involving or relating to you.
- Attendance and absence records, including leave requests, sickness records and related data.
- Photographs, audio and video recording.
- Computing and email information, including login information for our IT systems, IP address(es), equipment allocated to you and records of network access.

#### Programme Participants

- Names, addresses and telephone numbers.
- Details of the course you are studying, the institution you are at, plus you institutional ID.
- Details of your course and field of study, including your project title and research project abstract, and your first supervisor.
- High-level progression information (annual progress, upgrade, submission, completion)
- Information that you voluntarily provide to us about any disabilities or health conditions you have, and about your age, ethnicity, gender, religion and belief, and/or sexual orientation. You may also provide this information to us as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010. Where you inform us of a health condition or disability, we will take this information into account when

considering whether to make a reasonable adjustment under equality law and in other cases where we are legally required to.

- [Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities)]
- Tuition fee status and source of student funding.

#### Commercial contacts

- Contact details that you provide to us, including names, addresses and telephone numbers.
- Financial information including details of invoicing and outstanding payments (including payment information such as credit card or banking payment information).

#### **The lawful basis on which we process your data**

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where necessary to comply with a legal obligation;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

*How we apply further protection in the case of "Special Categories" of personal data*

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

We may process special categories of personal information in the following circumstances:

- Where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on University Alliance or you in connection with employment, social security or social protection; or
- Where it is necessary in the substantial public interest, in particular:
  - for the exercise of a function conferred on University Alliance or anyone else by an enactment or rule of law; or
  - for equal opportunities monitoring;
- With your explicit written consent; or
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place appropriate policy documents and/or other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

#### *Criminal convictions and allegations of criminal activity*

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for "special categories" referred to above.

#### **Data that you provide to us and the possible consequences of you not providing it**

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Copies of staff passports, right to work, and visa information will be collected by us at the time of each application, to enable us to comply with UK Immigration and Visa requirements.
- Financial data, including account numbers and sort codes, BACS IDs, NI numbers, tax codes and payments information enable us to pay you in accordance with the contract between us.

The consequences for any failure to provide necessary data will depend on the particular circumstances. For example, a failure by a staff member to provide copies of their passport, right to work and visa information, may mean that we are unable to enter into, or continue, with their employment. A failure to provide financial account details may mean invoices go unpaid.

Some data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Equality monitoring data, which is requested by University Alliance as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.

- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

### How we share your data

We do not, and will not, sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Home Office; UK Visas and Immigration	To fulfil employment and immigration law obligations.
HM Revenues & Customs (HMRC)	Real time information released to HM Revenue & Customs (HMRC) in order to collect Income Tax and National Insurance contributions (NICs) from employees.

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty.	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, for the protection of the public, and/or to support the national interest.
Occupational Health providers	To enable the provision of these facilities.
Third party service providers	To facilitate activities of University Alliance. Any transfer will be subject to an appropriate, formal agreement between University Alliance and the processor.

Organisation	Why?
University of Hertfordshire	To perform HR related and payroll functions
Member Universities	To facilitate activities of UA with our members

Where information is shared with third parties, we will seek to share the minimum amount of information necessary to fulfil the purpose.

All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

### **Sharing your data outside the European Union**

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us.

Otherwise, we will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

### **Automated decision-making**

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

### **How long we keep your data**

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements.



Details of expected retention periods for the different categories of your personal information that we hold are set out in our Retention Guidelines.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that University Alliance is required to retain certain categories of personal data for longer.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

### Your legal rights over your data

Subject to certain conditions and exception set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a **copy of data you have provided to us**, and have that transmitted to another data controller.
- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing.

- The **right to object to the processing of your information** if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest.
- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by emailing [[info@unialliance.ac.uk](mailto:info@unialliance.ac.uk)].

If you wish to exercise any of your rights in relation to your data as processed by University Alliance please contact our Data Protection Officer at [[info@unialliance.ac.uk](mailto:info@unialliance.ac.uk)]. Some of your 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.

Further guidance on your rights is available from the Information Commissioner’s Office (<https://ico.org.uk/>). You have the right to complain to the UK’s supervisory office for data protection, the Information Commissioner’s Office at <https://ico.org.uk/concerns/> if you believe that your data has been processed unlawfully.

#### **Future changes to this privacy notice**

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make the University Alliance’s operations and procedures more efficient. We will publish the updated notice on our website.

*These regulations have been approved by the Directors’ Group (meeting 05.06.18).*

*These regulations have been approved by UH Holdings Ltd (meeting 25.06.18).*