

Fair Processing Notice for University Employees

The University processes data relating to its staff for the following purposes:

- Staff administration (including recruitment, appointment, to make payments, pension provision and for the management of sickness absence)
- To provide access and use of University facilities and services (including library services, sports facilities)
- To enable the University to meet its business and legal obligations (including audit functions, marketing and promotion of the institution (some of which may be sent overseas), health and safety, equal opportunities monitoring, course administration)
- Use of photographs for promotion and marketing and for identification purposes.

The University will, where necessary, disclose personal information relating to University employees to external organisations including:

- Government departments on matters relating to the prevention and detection of crime, apprehension and prosecution of offenders and/or the collection of tax (Disclosures to include but not limited to; HMRC, UK Border Agency, Police)
- HEFCW and associated agents (Disclosures to include, but not limited to HESA and QAA) Further information on information submitted to HESA is available on the use made of staff data can be found on the [HESA](#) webpages.
- Potential employers or providers of education.
- To any organisation (data processor) acting under contract to the University to process personal data which it holds.

NB. Disclosures to organisations not listed above will be made in specific legitimate circumstances. Consent will be sought where necessary and employees will be informed of such disclosures unless exceptional circumstances apply.

Personal information is sent to [HESA](#) annually, in a coded and anonymised form. The record is added to a database that is passed to central government departments and agencies and devolved administrations that need the data to carry out their functions under the statutory framework governing the UK Higher Education sector. It is also used for statistical analysis by HESA and the above bodies, the result of which will be published and released to other approved non-statutory users, including academic researchers and unions.

The Data Protection Act defines some personal data as 'sensitive', namely details about an individual's mental or physical health and or disability, information concerning ethnicity, domicile, religious or political opinions, sexuality, criminal record, or alleged criminal activity for the purpose of vetting, legal compliance, planning or monitoring. The University may process some personal information and

in limited circumstances may disclose this sensitive personal data to third parties where there is a legitimate need or obligation, during or after an employee's period of employment.

Under the Data Protection Act 1998 an individual has the right to a copy of the current personal information held on them by the University and a right to raise an objection to data processing that causes unwarranted and substantial damage and distress. It should be noted that although an objection can be made, in some circumstances the University may be required to hold certain information in order to carry out its legitimate business and to comply with specific sections of the Data Protection Act. To discuss any objections or concerns, or to obtain a copy of the current personal information held individuals should contact the Information Compliance Manager – dataprotection@southwales.ac.uk.

The Information Compliance Manager
University Secretary's Office
University of South Wales
Pontypridd
CF37 1DL

The University complies with the requirements of the Data Protection Act 1998. Guidance on Data Protection issues can be found within the Data Protection Policy and Data Protection Webpages or from the Information Compliance Manager upon request.