



# DOWNING COLLEGE CAMBRIDGE

## How we use your personal information

### -- *Staff and senior members*

This statement explains how Downing College (“we” and “our”) handles and uses information we collect about our staff and senior members (“you” and “your”). For these purposes, “staff” means anyone working in any context for the College at any level or grade (whether permanent, fixed term or temporary) and including employees, retired but active members and staff, workers, trainees, interns, seconded staff, agency staff, agents, volunteers, undergraduate supervisors, and external members of College committees. Equally, the term “senior member” includes the Master, Trustees of the College, all types of Fellow (past and present, Research, Bye, Foundation, Emeritus, Honorary, Wilkins, Associate, Fellow Commoners, Morgan, exchange and visiting), Officers receiving a stipend and academic visitors. In broad terms, we use your data to manage your employment and/or membership with the College, including your role and the performance of it, how we support you as your employer, and how you are paid, as well as other statutory requirements.

The controller for your personal information is Downing College, Cambridge, CB2 1DQ. The person 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 information, is the College Data Protection Lead. Please contact us at [data.protection@dow.cam.ac.uk](mailto:data.protection@dow.cam.ac.uk) if you have any questions about this statement or how we manage your personal data.

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the employment contract or membership agreement we hold with you, or for statutory purposes (e.g. processing your monthly salary, tax and pension contributions).

### **How your data is used by the College**

Your data is used by us for a number of purposes, including:

#### **A. Supporting your employment or membership and your performance in your role:**

*Personal data includes:*

- i) \* *personal details, including name, title, qualifications, date of birth, contact details (phone, email, postal, both work and personal), sabbaticals, photograph and your car registration number for car park management;*
- ii) *your current and any previous role descriptions (including any University roles and previous jobs);*
- iii) *your current and any previous contracts of employment and related correspondence;*
- iv) *any occupational health assessments and medical information you have provided, and related work requirements (e.g. for gym membership);*
- v) \* *your training and development qualifications, requests and requirements;*

- vi) \* details of your achievements as a member of the College, including publications, academic achievements, contributions to College life including the SCR, Committee membership, College Offices, clubs and societies;
- vii) \* details of any dining privileges (including partner's name and contact details, and dietary requirements);
- viii) \* your photograph which will be used for identification and internal communication purposes.

## **B. Ensuring that you have the right to work for the College:**

*Personal data includes:*

- i) \* your recruitment information (including your original application form and associated information submitted at that time);
- ii) other data relating to your recruitment (including your offer of employment and related correspondence, references we took up on your appointment, and any pre-employment assessment of you);
- iii) \* evidence of your right to work in the UK (e.g. copies of your passport).

## **C. Paying and rewarding you for your work:**

*Personal data includes:*

- i) \* your bank details;
- ii) \* details of your preferred pension scheme;
- iii) your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes;
- iv) correspondence between you and the College, and between members and staff of the College, relating to your pay, pension, benefits and other remuneration;

*In addition, we maintain records of your use or take-up of any benefit schemes provided by us (e.g. healthcare), which we collate and monitor to review the effectiveness of these staff benefits. The legal basis for this processing is that it is in our legitimate interest to ensure that any staff benefit schemes represent good value for money to both you and us, and to ensure that you do not overuse your entitlements.*

## **D. Administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance:**

*Personal data includes:*

- i) \* records of your induction programme and its completion;
- ii) \* records of your performance appraisals with your line manager;
- iii) records, where they exist, of any investigation or review into your conduct or performance;
- iv) records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave);
- v) correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment and/or membership and any related issues; (including but not limited to changes to duties, responsibilities and benefits, your retirement, resignation or exit from the College and personal and professional references provided by the College to you or a third party at your request).

## **E. Maintaining an emergency contact point for you:**

*Personal data includes details of your preferred emergency contact, including their name, relationship to you and their contact details.\**

## **F. Monitoring equality and diversity within the College:**

*Personal data includes information relating to your age, gender, marital status, religion or belief, sexual orientation, any disabilities, and race.\**

## **G. Disclosing personal information about you to external organisations, as permitted or required by law:**

*For example, the Charity Commission requires 'Register of Interests' forms to be signed by Trustees of the College.*

Data marked with an \* relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

We would not monitor social media sites for any personal data relating to you, unless we believed there was a legitimate interest for us to do so (e.g. monitoring compliance with an agreed plan, such as a homeworking agreement) and only if we inform you we might do this in advance. Consequently, we do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns about your conduct, we may need to consider them. Our social media guidelines are available in the Staff Handbook at <http://www.dow.cam.ac.uk/about/documents-and-policies/staff-handbook>

We operate CCTV on our property, which will capture footage. Our CCTV privacy statement is available at <http://www.dow.cam.ac.uk/about/documents-and-policies/downing-college-policies>

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

## **Who we share your data with**

We share relevant personal data with our sub-contracting agents (e.g. our HR Information Systems provider) your pension and healthcare providers and with relevant government agencies (e.g. HMRC, via payroll). We provide your name, job title, CRSid, College, DoB, work start date, and duration of contract to the University Card Office. Also, if necessary, personal data to auditors, inspectors (e.g. Home Office), HSE, solicitors, and occupational health service providers.

Information is not shared with other third parties without your written consent, other than your name, role and work email address which are made publically available via our website. Fellows' names and roles are published in the Annual Report, Regent House and on our website. Generally, personal data is not shared outside the European Economic Area. We may also be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.

- **Staff**

We hold all staff records for the duration of your employment and then destroy some records twelve months after the end of your employment. After that time, we retain a subset of personal data for up to seven years after your relationship with the College ends. Please see the College's Records Retention Schedule for more details.

We also reserve the right to retain the personal data longer than the periods stated above, where it becomes apparent that there is a need to do. For example, in the event of a major health or personal injury incident records may need to be kept for up to forty years.

We then store in our Archive for the lifetime of the College:

- i) your full name and title;

- ii) your job title(s) department(s) and dates of employment;
- iii) any long service awards or other special recognition from the College.

- **Senior Members**

Personnel records of senior members are retained as part of the College's historical record and stored securely in the College Archive for the lifetime of the College. Access is restricted during the lifetime of the senior member.

## **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data 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.

Failure to provide the information reasonably requested of you may result in disciplinary action taken by the College, which could ultimately lead to your dismissal from employment.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

*Last updated: September 2023  
Downing College Data Protection Team*

## **Version control**

<b>Date</b>	<b>Version</b>	<b>Reason for change</b>	<b>Author</b>
June 2018	6.0	Reviewed by HR for publication	Records & Information Manager
July 2018	8.0	Reviewed by HR	Records & Information Manager
October 2019	10.0	Reviewed by IMC; updated section 'Who we share your data with'	Records & Information Manager
Sept 2023	10.1	Reviewed by Head of HR. Removed reference to 'timesheets'; added use of photographs, A viii)	Records & Information Manager