



Staff Privacy Notice

Introduction

This privacy notice is relevant to current and former staff of the University, including full-time and part-time permanent and fixed-term employees in clerical, technical, administrative, professional and academic roles, freelancers, independent contractors, consultants and other outsourced and non-permanent workers.

The data controller processing your data is the University of London. We are registered as a data controller with the Information Commissioner's Office (our registration number is Z5419651) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. Suzie Mereweather is our Data Protection Officer and you can contact her at data.protection@london.ac.uk or via the postal address of:

FAO Data Protection Officer
University of London
Senate House
Malet Street
London WC1E 7HU.

Further information is available on the [Policies website](#).

You might find you are given additional privacy notices as you engage with different areas or use different services at the University of London.

What information do we collect from you?

During the course of your time working for us and or with us, we will collect, obtain and hold a range of data about you that may be able to identify you directly or indirectly. If and when you cease to be employed or engaged by us, we will continue to hold some data about you for a predefined period of time in order to fulfil our remaining tasks and obligations.

The personal data that the University holds about you as a member of staff will include the following:

Personal information

- Your name
- Photograph
- Employee username
- ID number
- Date of birth
- Gender
- Nationality
- National insurance (NI) number
- Copies of documentation proving your right to work such as your passport or visa

- Contact details.
- Dietary requirements

Job information

- Your role title and department
- Information about your employment contract such as:
 - Start date/s
 - Hours
 - Contract type
 - Salary
- Information about any benefits you have received
- Details of periods of leave taken by you, including:
 - Holiday
 - Sickness absence
 - Family leave
 - Sabbaticals

Basic information about your activities in the University

This includes:

- use of information and communication systems, such as CCTV footage and access times from swipe card access,
- IP address if you access information from a device,
- Participation in recorded teaching activities, including webinars, where your voice and/or image are recorded.

Special category data

The University may also process some kinds of more sensitive information about you that is classed as 'special category' data, and which receives additional protections under law, and in terms of our processing of it.

This includes data about:

- ~~Health, medical conditions or disabilities~~
- Religion C /C 9 Tf9.54 6 3 4 Tm(Sp)-4 5 (e)- 3ig(2.)TjCC /C 7)-11.30 5D7 -1.01((e)-3r)11r/MC 1 7)-11.30 (p) 2(ro)-

In most cases, information about how your data is shared will be given to you closer to the time by the relevant department.

If you're still unhappy, you have the right to [complain to the Information Commissioner's Office](#) (an independent body set up to advise on information rights for the UK) about the way in which we process your personal data.