

Leeds Trinity Students' Union Employee Data Privacy Statement

Introduction

Leeds Trinity Students' Union ("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 make better decisions, communicate more efficiently and, ultimately, ensure you receive the services required as a Union employee.

Where we collect information about you from

We collect information in the following ways:

When you apply for a role

When you apply for a role at the Students' Union you will complete an application form. This form will contain personal information about you. The Union has a legitimate interest in processing this data for the purposes of considering you for that role and for anonymous statistical analysis.

When you become an employee

When you become an employee of the Students' Union 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 fulfill 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 Her Majesty's Revenue and Customs or external references. 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 we collect and how we use it depends on why you are providing it.

Candidates

If you are applying for one of our roles we will ask you to provide:

- Name
- Address
- Email Address
- Telephone Number
- Employment and volunteering history
- Details of criminal convictions
- Details of training provided
- Relationship status with any Students' Union or University employees

You also have the option of filling out an equal opportunities form through a secure browser hosted by MachForms which records diversity monitoring statistics. This form does not ask for your name and will not identify you and is used for statistical purposes only.

We will mainly use your data to:

- Communicate with you
- Provide anonymous equal opportunities monitoring
- Consider your application for the role

Third Party References

If you are a reference for an applicant the applicant will provide us with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Profession
- Address
- Telephone number
- Email address

Employees

When you commence employment with the Students' Union 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
- Managing sickness, health and workplace performance

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 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 as part of our banking arrangements with HSBC to ensure payment of salary into a bank account of your choice. Data may also be shared with HMRC.

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 the police, regulatory bodies or legal advisors.

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

Keeping your information up to date

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

Understanding the detail of our data security measures

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 and arrangements for the secure storage of your data.

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 right to know what data we hold about you, make changes or ask us to stop using your data

You have a right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. Union policy) we will do so. Contact us at LTSUHR@leedstrinity.ac.uk or speak to the General Manager if you have any concerns.

You have a right to ask for a copy of the information we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to access your information, you must complete the Subject Access Request Form (a copy is at www.ltsu.co.uk/privacy or can be obtained by emailing LTSUHR@leedstrintiy.ac.uk) with a description of the information you want to see and the required proof of your identity by post to General Manager, Leeds Trinity Students' Union, Brownberrie Lane, Horsforth, LS18 5HD or in person with the Data Protection Officer.

If you have any questions please send these to dataprotection@upsu.net, and for further information see the [Information Commissioner's guidance here \(link is external\)](#).

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 LTSUHR@leedstrinity.ac.uk