Bangor University
Privacy Notice
Human Resources Staff Equality Data

Bangor University is the Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR)

The categories of University workforce information that we collect, process and hold include:

- personal data (such as name, home address)
- protected characteristics as defined by the Equality Act 2010 (such as ethnic group, sexual orientation)
- contract information (such as start dates, hours worked, post/roles, grade, salary information)

Why we collect and use this information

We use University workforce data to enable us to comply with the requirements of the Equality Act 2010 and The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 including:

- allowing us to carry out equality monitoring resulting in the production of the Annual Equality Report
- enabling the development of a comprehensive Strategic Equality Plan
- informing the development of inclusive policies including recruitment and retention, staff development and inclusive access to our services

The lawful basis on which we process this information

We process this information under Article 6 and/or where relevant Article 9 of the GDPR

Article 6

- The data subject has given **consent** to the processing
- Processing is necessary for the performance of a **contract** with the data subject
- Processing is necessary for compliance with a **legal obligation**
- Processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party.

Article 9

Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of **employment**

Collecting this information

Whilst some of the information you provide to us is mandatory (e.g. legal sex, date of birth – for contract processing) some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will clarify whether you are required to provide certain University workforce information to us or if you have a choice in this.

Storing this information

We hold University workforce equality data on our secure HR system in accordance with the retention schedule available on our website.

Who we share this information with

We routinely share this information in anonymised format with the following external bodies:

HEFCW
Our recognised Trade Unions
Our Equality Annual report is published on our website in March each year.
Higher Education Statistics Agency
UCEA
Athena Swan
DLA Piper

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the University's Data Protection Officer (Governance & Compliance Team)

You also have the right to:

- object to the processing of your personal data where it is likely to cause, or is causing, damage or distress
- withdraw your consent to the processing or storing of data previously collected by contacting the Human Resources department via email or in writing
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the University's Data Protection Officer (Governance & Compliance Team) in the first instance.

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Further information

If you would like to discuss anything in this privacy notice, please contact the Senior HR Officer (Equalities) within the Human Resources Department.