

How we use staff data at DMU

Introduction

De Montfort University (DMU) processes your personal data securely and we comply with current data protection and privacy laws. All our staff who have access to your personal data understand their responsibilities for keeping your information secure and maintaining your confidentiality.

Personal data is information from which a person can be identified, either directly or indirectly. DMU is the 'Data Controller' for the personal data that we process. This means that we determine the purpose(s) of the processing. By law, we have to tell you from who or where we collect your personal data, how we may use your personal data and for what purpose(s), who we may share it with and how long we retain it for. We will process only the minimum personal data needed for each purpose and hold it only for as necessary.

For each purpose that we process your personal information, we must have a lawful basis to do so.

Sensitive personal data is called 'special category data'. Special category data is data about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, sexual orientation or criminal convictions. Where the DMU processes special category data, as well as meeting a general processing condition, we must also rely on a special category condition to lawfully process the data.

Depending on the lawful basis for the processing, you may have a right to object to the processing, to restrict how we process your personal data. You also have a right to request access to the personal data we hold about you.

If you want to know more or if you have a complaint about how your personal data is processed by DMU, please contact our Data Protection Officer at: dpo@dmu.ac.uk

Below are the conditions that we rely upon as the lawful bases to process staff personal data.

LAWFUL BASIS FOR PROCESSING: CONSENT

- Consent means that you have made an informed decision that you understand how your data is to be used by DMU and wish to permit that processing to take place.
- Consent should be obvious and require a positive action to opt in, for example, ticking a box.
- Consents must be easy to understand and separate from other terms and conditions.
- Consents must be for clearly specified purposes, and a separate consent must be collected for any additional uses of that data.
- Where processing takes place on the basis of consent, DMU must also provide the opportunity for you to withdraw that consent. If you wish to withdraw your consent for processing to take place, you may use the procedure documented here: <http://www.dmu.ac.uk/data-protection/>

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.
Financial references for employees for mortgage and rental purposes with employees consent.	<ul style="list-style-type: none"> • Current • Prospective 	<ul style="list-style-type: none"> • Name • Date of Birth • Contact Details • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Banks or other authorised property representatives for the purposes of assessing financial suitability of applicants. 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None

Management of voluntary reward and benefits schemes.	<ul style="list-style-type: none">• Current	<ul style="list-style-type: none">• Name• Contact Details• Job Role• Department• Salary• Employment History• Contract Details	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Third party provider of the benefit scheme.	<ul style="list-style-type: none">• In accordance with the DMU Retention Policy	<ul style="list-style-type: none">• None
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LAWFUL BASIS FOR PROCESSING: NECESSARY FOR A CONTRACT

- The processing is necessary for a contract DMU has with you, or because we have asked you to take specific steps before entering into a contract.
- We can rely on this lawful basis if we need to process your personal data to fulfil our contractual obligations to you; or because you have asked us to do something before entering into a contract (e.g. provide a prospectus or send you a job application pack).

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.
Management of reward and benefits schemes that require a separate contract arrangement.	<ul style="list-style-type: none"> • Current 	<ul style="list-style-type: none"> • Name • Contact Details • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Third party provider of the benefit scheme. 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Management of optional services for staff including, and not limited to: <ul style="list-style-type: none"> - Car Parks - Sustainable travel 	<ul style="list-style-type: none"> • Prospective • Current 	<ul style="list-style-type: none"> • Name • Contact Details • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • Health • Disability 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None

Processing the monthly payroll for Unitemps Staff	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • HMRC - legal obligations • Leicestershire LGPS - legal obligations of scheme/employer • TPS - legal obligations of scheme/employer • USS - legal obligations of scheme/employer • Aviva - legal obligations of scheme/employer • Various government departments - legal obligations 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
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LAWFUL BASIS FOR PROCESSING: LEGITIMATE INTEREST

- The processing is necessary for DMU's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.
- The legitimate interests can be DMU's interests or the interests of third parties. They can include commercial interests, individual interests or broader societal benefits.
- This cannot apply when DMU is acting as a public authority processing data to perform its official tasks (see Legal Basis: Statute below).

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Any recipient or categories of recipients of the personal data	Lawful basis for processing special category data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	The legitimate interests of the controller or third party, where applicable.
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

LAWFUL BASIS FOR PROCESSING: PUBLIC TASK

- The processing is necessary for DMU to perform a task in the public interest to enable DMU to carry out its official functions, and the task or function has a clear basis in law.

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.
Processing HR records for all DMU employees.	<ul style="list-style-type: none"> • Current • Former 	<ul style="list-style-type: none"> • Name • Date of Birth • Contact details • Job Role • Department • Salary • Employment History • Contract Details 	<i>[Including and not limited to]</i> <ul style="list-style-type: none"> • Disability • Racial or ethnic origin • Health • Criminal Convictions • Union Membership <i>[for clarification this relates to working hours in relation to strikes]</i>	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • Solicitors • UKVI 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None

Analysis of staff data to determine diversity challenges and for monitoring fairness of application processes including, and not limited to, pay progression.	<ul style="list-style-type: none"> • Current • Prospective 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Racial or ethnic origin • Sexual Orientation • Health • Disability 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • Equality Challenge Unit • Up to 6 other Universities for the purpose of charters assessment • Athena Swan 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Processing candidate applications and agency staff recruitment.	<ul style="list-style-type: none"> • Current • Prospective 	<ul style="list-style-type: none"> • Name • Date of Birth • Contact Details • Employment History • Contract details 	<i>[Including and not limited to]</i> <ul style="list-style-type: none"> • Disability • Racial or ethnic origin • Health • Criminal Convictions 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • Solicitors • UKVI 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Fitness to work and occupational health.	<ul style="list-style-type: none"> • Current • Prospective 	<ul style="list-style-type: none"> • Name • Contact details • Date of birth • Job Role • Department • Employment History • Contract Details 	<i>[Including and not limited to]</i> <ul style="list-style-type: none"> • Health • Disability 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Processing data in relation to lecturer hours for business improvement purposes.	<ul style="list-style-type: none"> • Current • Former 	<ul style="list-style-type: none"> • Name • Contact details • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Salary information for internal use in respect of research grants.	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Contact details • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None
Pay progression or performance review, including senior staff salary review.	<ul style="list-style-type: none"> • Current 	<ul style="list-style-type: none"> • Name • Contact details • Date of birth • Job Role • Department • Salary • Employment History • Contract Details 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None

Professorial and readership process.	<ul style="list-style-type: none"> Current 	<ul style="list-style-type: none"> Name Contact details Date of birth Job Role Department Salary Employment History Contract Details 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> External professorial panel members Referees for referencing purposes 	<ul style="list-style-type: none"> Reference checks with referees who are outside of the EU. 	<ul style="list-style-type: none"> In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> None
Hourly paid part-time lecturers redundancy process	<ul style="list-style-type: none"> Current 	<ul style="list-style-type: none"> Name Contact details Job Role Department Salary Employment History 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> None
Processing staff data in relation to travelling to foreign countries as part of employment purposes and for purposes such as (but not limited to) DMU Global.	<ul style="list-style-type: none"> Current 	[Including and not limited to] <ul style="list-style-type: none"> Name Contact details Date of birth Job Role Department Passport details 	<ul style="list-style-type: none"> Health Disability 	<ul style="list-style-type: none"> Employment 	<i>[Including and not limited to]</i> <ul style="list-style-type: none"> Transport providers, including airlines Accommodation Providers Non EU Governmental Departments for VISAs Tax consultants 	<ul style="list-style-type: none"> To the country which the individual is to be visiting 	<ul style="list-style-type: none"> In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> None

LAWFUL BASIS FOR PROCESSING: LEGAL OBLIGATION

- DMU can rely on this lawful basis if we need to process your personal data to comply with a common law or statutory obligation.

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	The specific legal provision or an appropriate source of advice or guidance that clearly sets out DMU's obligation to process the data.

Processing the monthly payroll: - DMU Staff - Pension Data -Statutory Requests for Information	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • HMRC - legal obligations • Leicestershire LGPS - legal obligations of scheme/employer • TPS - legal obligations of scheme/employer • USS - legal obligations of scheme/employer • Aviva - legal obligations of scheme/employer • Various government departments - legal obligations 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Statutory Requirements – HMRC • Statutory Requirements – Pensions Regulator
Regulatory requests for information - such as DBS, UKVI, HESA, other governmental bodies	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • Race or ethnic origin. 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • UKVI • DBS • HESA 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Statutory Requirements
Accident and incident reporting.	<ul style="list-style-type: none"> • Current • Former 	<ul style="list-style-type: none"> • Name • Contact details • Date of birth • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • Health • Disability 	<ul style="list-style-type: none"> • Employment 	<ul style="list-style-type: none"> • Health & Safety Executive 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Statutory Requirement
Gender pay gap reporting.	<ul style="list-style-type: none"> • Current • Former 	<ul style="list-style-type: none"> • Name • Gender • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Statutory annual return.

Annual salary and remuneration information for publishing including, and not limited to: -published annual accounts for certain employees including and not limited to the Vice Chancellor - annual staff information from Office of National Statistics for selected employees	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Office of National Statistics 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • To comply with legal obligations as a Public Authority.
Remuneration information for FOI requests.	<ul style="list-style-type: none"> • Current • Former • Prospective 	<ul style="list-style-type: none"> • Name • Job Role • Department • Salary • Employment History 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • With third party requester if deemed appropriate. 	<ul style="list-style-type: none"> • Third party may be based outside of the EU. 	<ul style="list-style-type: none"> • In accordance with the DMU Retention Policy 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Statutory Requirements

LAWFUL BASIS FOR PROCESSING: VITAL INTERESTS OF THE DATA SUBJECT OR ANOTHER NATURAL PERSON

- DMU is likely to be able to rely on vital interests as its lawful basis if we need to process the personal data to protect someone's life.
- You cannot rely on vital interests for health data or other special category data if the individual is capable of giving consent, even if they refuse their consent.

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

LAWFUL BASIS FOR PROCESSING: Performance of a task carried out in the public interest, or in the exercise of official authority

- DMU can rely on this lawful basis if it needs to process personal data: 'in the exercise of official authority'. This covers public functions and powers that are set out in law; or to perform a specific task in the public interest that is set out in law.

Use of Data	Staff Status (Prospective, Current or Former)	Categories of personal data	Categories of special category data	Lawful basis for processing special category data	Any recipient or categories of recipients of the personal data	Details of transfers to third country and safeguards	Retention period or criteria used to determine the retention period	The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	The relevant task, function or power, and its statutory or common law basis.
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A