

# **Privacy Notice for Oxford Brookes University**

## **The digitalisation of staff records pursuant to the accommodation move by the People Directorate to the Headington Campus**

**This notice is to tell you what we do with information about you.**

Oxford Brookes University as Data controller is committed to protecting your privacy and security of personal data or information. Personal data is information that could identify you. The University will make the decisions on how your data is used and for what reasons as well as how long it is kept.

**The purpose of this privacy notice is to:**

- be clear about the information the University collects and stores about you and its use
- let you know what your rights are and whom you can contact about data use
- comply with obligations under UK data protection and privacy law

Other notices may also apply to you so please read this privacy notice in conjunction with other applicable privacy notices found on the University website.

**Why do we need your information?**

The University holds your information already. The People Directorate is moving from Wheatley to Headington Campus December 2023. This notice is to cover the processing of your personal information which coincides with that move. Any records are to be rationalised (weeded where appropriate), scanned from paper records to digital format where necessary. Paper records may then be destroyed. This work is to be completed by a private contractor.

**The information that will be stored digitally is:**

- Your People Directorate/HR file.
- Any occupational health records
- Any other information held by the People Directorate about you and associated with your employment

## **Oxford Brookes University's legal basis for processing the personal information about you is:**

- You consent to providing it to us -
- We use the information to support the contract that you have or are going to enter into with the University
- there is a legal obligation to use the information -
- it is in your legitimate interests or those of another party for the information to be used
- it is to support a task carried out in the public interest or it is carried out in accordance with authority held by the University

The legal basis will depend on the reason that your information is being used.

## **Using Special Category and Criminal offence information**

The University may use and store sensitive or Special Category Information or records. Special Category data (as defined in law) is a data relating to:

- racial or ethnic origin, political
- opinions, religious or philosophical beliefs, trade-union membership, data concerning health or
- sexual life, genetic/biometric data or criminal record. Your Special Category data can only be used where there is an exemption in the law which allows for it.

The reasons that the University may be able to use this information may include:

- You agree or consent to share this information with Oxford Brookes University
- This information is already publicly known (lawfully)
- Oxford Brookes needs to use this data for legal purposes
- Oxford Brookes needs to use this data for statistical scientific or research purposes

The University may have information relating to criminal offences or convictions (for example in the context of DBS checking. This information is collected and stored only where the law requires it.

The right that the University relies on to collect and use this information will depend on the circumstances that it is requested.

## **Will your data be shared, transferred or stored outside the UK?**

The University is using private contractors from Restore Digital Ltd to complete the transfer of data from paper to digital. This company is based in the UK.

The University uses software to store information. Google stores information overseas. Details can be found in their [privacy notice](#).

### **What rights can you have regarding your personal data which Oxford Brookes holds?**

- You have the right to be informed about how your information is used and stored
- You have the right of access to your data (to make a data protection subject access request)
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- You have the right to object to Oxford Brookes using your data
- You have rights in relation to using your data automated decision making and profiling.

Your rights will depend on the legal ground used to process your data.

### **What was the source of your data?**

This information derived from you or has been collected in the context of your employment at Oxford Brookes University.

### **Are there any consequences if you do not want us to use your information in this way?**

Yes. The University is required to store this information and it is to be stored digitally.

### **Will there be any automated decision making using my data?**

No

### **How long will Oxford Brookes keep your information for?**

Oxford Brookes will keep your data for as long as is necessary, or in line with the University procedures. There is a retention schedule. Usually the requirement is that your records are kept for at least 6 years from the date of the end of your employment or from when the information was last used, whichever is the later date, in the context of employment records. Note some personal records are retained for 40 years, while others for a shorter period as required by the individual legislation associated with the type or information being held by the Data Controller.

## **Whom can you contact if you have concerns about how this information is used?**

You can contact:

- the Information Security Management Team via [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk) if you have a concern about Data Protection matters or if you want to exercise your rights under Data Protection or Freedom of Information law
- Oxford Brookes' Data Protection Officer via [BrookesDPO@brookes.ac.uk](mailto:BrookesDPO@brookes.ac.uk) who ensures that Data Protection provisions are applied lawfully in Oxford Brookes if you are concerned about the use of your data
- You can take legal advice
- The information Commissioner via the website [ICO.org.uk](http://ICO.org.uk). who is the national regulator for Data Protection or Freedom of Information matters.