

Annex B: Staff

We collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

For the avoidance of doubt, reference to 'staff' includes reference to employees, fellows, office holders, workers (including casual workers), independent contractors, agency workers and other applicable at the College. [In addition to those holding positions in the Chapel.]

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:

- Recruitment records including your application, your right to work in the UK, our decisions about your application, Disclosure and Barring Service records, and equality monitoring data for equality and diversity monitoring purposes, disability details to enable us to make appropriate adjustments and bank details.
- Appointment details including role and contract details, to record the terms under which you are engaged.
- Employment records e.g. bank details, pension and benefits details, emergency contact details, information about disciplinary proceedings and grievances, absence and sickness records, development and promotion records, details of appraisals, references and end of employment records, in accordance with our duties as your employer.
- Details of awards and achievements obtained externally from the College, received by staff prior to and during the course of their employment at the College.

Sources of your personal data

Most data is generated by us or obtained from you. We may also obtain data from your referees or from the University of Oxford.

The legal basis on which we process your data

Our contract with you

The processing of your personal data by the College will frequently be necessary for the performance of our contract with you or prior to entering into a contract with you. This includes appointment details, pension and benefit scheme membership information, absence records and information about development and progression.

Legitimate interests

In some cases the College may need to process your data for the College's or someone else's legitimate interests, except where this is overridden by your data protection rights and freedoms.

The College has a number of legitimate interests, for example in maintaining a record of its recruitment activities (see [Annex D - Archives](#) for further information about how the College records information in its archives), recording key information about employment obligations, and enabling the correct calculation of benefits including pension contributions.

In some cases the College may need to process your data to protect the legitimate interests of others, including you, as well as or instead of in its own interest. For example, the College and its staff have a legitimate interest in the proper investigation and handling of complaints, disputes and grievances.

Compliance with a legal obligation

In some cases the College must process your data in order to comply with a legal obligation. For example, the College must provide certain data to HMRC and comply with employment, equality and safeguarding law.

Performance of tasks in the public interest

The College is entitled to process special category data in order to carry out its obligations in the field of employment and/or social security or protection and in line with legislation.

The College has a substantial public interest in processing special category data and which is necessary, e.g. for equality law purposes. Such interests include preventing a breach of obligations under various laws including health and safety laws and to ensure compliance with the College's statutory and legal obligations. Processing of data held within the College archives is necessary for archiving in the public interest, and/or for historical research purposes.

Additional information including processing of data relating to criminal convictions

The College will hold information about criminal convictions or allegations where incidents are alleged to have occurred on College property, or involved members of, or visitors to, the College. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Who we share your data with

We will only share your data with third parties if we are allowed or required to do so by law. Examples of instances in which we will share your data are:

- where we are required to report information about staff and office holders that are subject to visa controls, to UK Visas and Immigration and/or the Home Office;
- where we are required to provide information to the UK Disclosure and Barring Service;
- where we are required to submit data for the Research Excellence Framework or similar assessment mechanisms; and
- we provide real time information to HMRC in order to collect PAYE Income Tax and National Insurance contributions.
- specialist third parties such as medical professionals, external legal/HR advisors.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Disclosure and Barring service data is only held for 6 months after the point at which we decide to appoint you to a position. Many types of information will be retained for seven years following the termination of your employment, after which a skeleton record only will be held. Other information may be retained indefinitely but only in an anonymised format.

We recommend that you consult the College [Register of Processing Activities](#) for details regarding the retention period for specific categories of data.

Some of the data we process about you will be recorded in the College's archives. For further information about the type of data that is archived and the respective retention periods, please see [Annex D - Archives](#).