

## Human Resources Privacy Notice



### General statement

The Liverpool School of Tropical Medicine (LSTM) is committed to ensuring that your privacy is protected and only processes personal data in accordance with the latest data protection legislation.

We collect information regarding individuals who apply to work with us; former and current employees for legitimate business interests. Our policy is outlined below and we will refer to it on the occasions when we have need to communicate with you. We will keep this policy up-to-date by amending it when we make any changes to the way we handle your personal data.

LSTM is the Data Controller of the information it holds or will hold on you. General queries about data protection should be directed to the Data Protection Officer [dataprotection@lstmed.ac.uk](mailto:dataprotection@lstmed.ac.uk). If you have specific queries in relation to personal information collected as a part of your job application or employment with LSTM, you can contact us by emailing [hr@lstmed.ac.uk](mailto:hr@lstmed.ac.uk) or by post to: Global Director of HR, Liverpool School of Tropical Medicine, Pembroke Place, L3 5QA.

### Purpose of data collection

This data protection privacy notice describes how we handle personal data of those who apply for a job vacancy or are or were an LSTM employee.

### What information is being collected & what is the legal basis for collecting the data?

We collect different information depending on whether you are applying for a job or are working with us.

At application we may collect information including; names, addresses, e-mail addresses, telephone numbers, qualifications, employment history, details of referees and current immigration status.

For employees we may collect the above, plus further information including, but not limited to, bank account details, payment details, tax status and attendance records. To ensure that the data we hold about you is accurate and up to date, we will ask you to update your details.

We collect personal data and special category data from you. This may include data that could create significant risks to your fundamental rights and freedoms, for example, putting you at risk of unlawful discrimination, such as data relating to:

- age
- health and disability (including fitness to work information)
- gender reassignment
- marital status (employees only for the purposes of pension administration)
- pregnancy and maternity (employees only for the purposes of maternity leave and pay)
- racial or ethnic origin, as well as nationality
- religious or philosophical beliefs
- sex; and
- sexual orientation

In cases where a DBS or other criminal record check is required for employment in the position you are applying for or are employed in, we may also receive information regarding criminal convictions and offences.

We only use your data where we have the right to do so. We have the following legal bases for the processing of your personal data:

- For personal data:
  - Where it is necessary for the performance of any contract you may have with us (for example, an employment contract), or take steps to enter into such a contract (for example, through our recruitment and selection processes)
  - Where we have a legal obligation to process the data; and
  - Where it is necessary for the purposes of our legitimate interests.
  
- For special category data:
  - Where it has been manifestly made public by you,
  - Where we have a legal obligation to process the data; and
  - Where it is necessary for statistical purposes in accordance with Article 89 of the General Data Protection Regulation.

In addition to the above bases, we may also process for other reasons where we have your explicit, freely given consent, for example data about ethnicity or religion.

Your data will not be processed outside of the EEA without your prior written consent.

#### **Who is collecting it?**

The information is collected by LSTM through our online job application site, our Employee Self Service site (ESS), offline personal details forms, and by members of the Human Resources team. If you are an employee, your line manager may also collect data related to your employment, for example, on your attendance and/or performance.

#### **How is the information collected?**

We may collect information about you whenever you interact with us. For example, when you apply for a position, attend an interview, join one of our organisations, or otherwise give us any other personal information. People within LSTM buildings are recorded on CCTV according to the LSTM CCTV Code of Practice.

We may also receive information about you from third parties, for example, through employment references, but only if you've given them permission to share your information.

#### **How the information is being used, stored and protected?**

We use your information for:

- The administration of your application for work, and any subsequent period of employment with LSTM, IVCC or WTC
- Internal research, profiling and analysis to evaluate the effectiveness of LSTM's policies, including sensitive data for our Equal Opportunities policy
- To discharge LSTM's statutory duties as a Higher Education Institution, for example, reporting information on employees to the Higher Education Statistics Agency (HESA), Research England, and to meet the public-sector equality duty (for both applicants and employees)

Your data will be held electronically on Human Resources software provided by a third-party software company. Any hard copies of personal information will be retained securely on-

site, accessed only by authorised employees, and moved to a secure archive facility until destruction.

If your employment is subject to a DBS or other criminal records check, this data will be used, stored and protected in line with current DBS guidelines.

**When will we contact you?**

We will get in touch with you if you have applied for a vacancy with LSTM, WTC or IVCC to inform you of the status of your applications. As an employer, we will contact you for purposes relating to your employment.

**Who will the information be shared with?**

We must share personal data with some organisations by law, for example, HMRC, and will only share the information required.

We may also have to share personal data such as your name, employment dates and current salary with funding bodies/partners who are leading a funding application and their appointed auditors. Data may be shared when we apply for funds to support your employment, or during LSTM and our funders' audit processes. We will provide the minimum amount of data required in each case and your data will only be provided if your salary is supported by the funder.

We must also share information to discharge LSTM's statutory duties as a Higher Education Institution, for example, reporting information on employees to the Higher Education Statistics Agency (HESA), Research England, and to meet the public-sector equality duty (for both applicants and employees)

Where you have applied for a position and a selection panel member is from another organisation, we will share the information that is required to make a selection decision.

If you are successful in securing a position with LSTM that requires a DBS check, the information you provide on a DBS check application form will be forwarded to an umbrella body for counter signatory purposes prior to sharing with the DBS.

Your data may also be shared with our Occupational Health provider(s) to ascertain your fitness to work and access support for you.

If you are sponsored by LSTM to work in the UK for us, we will need to share data with UK Visas and Immigration (UKVI) and, where required by UKVI, the police to facilitate your application for leave to remain in the UK and to meet our sponsor duties.

We may share special category data (such as age, sex, and marital status) with benefits providers (e.g., pension providers) where required. In cases where it is possible that you are unable to continue employment due to ill health, we may also need to share health information with your LSTM pension provider.

Where required, we may share personal data with our legal advisors to facilitate the resolution of any claims made by you.

We may also share personal data with third-party training providers to enable your registration on and the ongoing administration of any training.

We will not share your data with any other organisations unless you have given us, or a third party requesting the data, your permission. These third parties could be mortgage companies, lettings agents, past or future/potential employers.

### **Retention of data and updating your information**

We hold your information only as long as necessary for each purpose we use it and in accordance with your rights below. We review our retention periods on a regular basis. When the information is no longer required, it will be destroyed securely.

If you change your mind and no longer wish to apply for positions at LSTM, IVCC or WTC, you can remove your own personal data from our online application portal [here](#). You may also use this link to amend your personal information. LSTM, IVCC and WTC employees can amend their personal information using the company's Employee Self Service portal, [www.lstmed.ac.uk/selfservice](http://www.lstmed.ac.uk/selfservice)

Applicants and employees can request changes of personal information by contacting us at: [hr@lstmed.ac.uk](mailto:hr@lstmed.ac.uk) or by post to: Global Director of HR, Liverpool School of Tropical Medicine, Pembroke Place, Liverpool, L3 5QA. We will endeavour to make the changes within seven business days of receiving your request.

### **How will the collection of data affect you, and how is your data shared?**

We must share personal data with some organisations by law, for example, HMRC, and will only share the information required.

LSTM may also have to share non-sensitive personal data such as your name, employment dates and current salary with funding bodies/partners who are leading a funding application and their appointed auditors. Data may be shared when we apply for funds to support your employment, or during LSTM and our funders' audit processes. LSTM will provide the minimum amount of data required in each case and your data will only be provided if your salary is supported by the funder.

We must also share information to discharge LSTM's statutory duties as a Higher Education Institution, for example, reporting information on employees to the Higher Education Statistics Agency (HESA), Research England, and to meet the public-sector equality duty (for both applicants and employees)

Where you have applied for a position and a selection panel member is from another organisation, we will only share information that is required to make a selection decision; special category information such as ethnicity or religion are not shared with those making recruitment decisions.

If you are successful in securing a position with LSTM that requires a DBS check, the special category (such as age) and other personal information you provide on a DBS check application form will be forwarded to an umbrella body for counter signatory purposes prior to sharing with the DBS.

Your data may also be shared with our Occupational Health provider(s) to ascertain your fitness to work and access support for you. Information will also be shared with benefits providers, such as your pension provider, for them to correctly administer benefits to you.

If you are sponsored by LSTM to work in the UK for us, we will need to share data with UK Visas and Immigration and, where required by UKVI, the police to facilitate your application for leave to remain in the UK and to meet our sponsor duties.

Where required, we may share personal data with our legal advisors to facilitate the resolution of any claims made by you.

We may also share personal data with third-party training providers to enable your registration on and the ongoing administration of any training.

We will not share your data with any other organisations unless you have given us, or a third party requesting the data, your consent (for example, third parties could be mortgage companies, lettings agents, past or future/potential employers).

### **Your rights and how to find out what information we hold about you**

You have certain rights, which include:

- The right to obtain access to your personal data (what personal data of yours we hold)
- The right to have personal data rectified if it is inaccurate or incomplete
- The right to request the deletion or removal of personal data where we are not otherwise entitled to retain and process such data and there is no compelling reason for its continued processing
- The right to restrict or suppress the processing of your personal data, in certain circumstances. Further information is available upon request
- The right to withdraw consent at any time, where relevant; and
- The right to lodge a complaint with the UK supervisory authority (the Information Commissioner's Office)

### **How to contact us**

If you wish to exercise any of these rights, including making a subject access request for information held by Human Resources, please contact us at: [hr@lstmed.ac.uk](mailto:hr@lstmed.ac.uk) or Global Director of HR, Liverpool School of Tropical Medicine, Pembroke Place, Liverpool, L3 5QA.

General queries about data protection at LSTM should be directed to the Data Protection Officer [dataprotection@lstmed.ac.uk](mailto:dataprotection@lstmed.ac.uk)

Further information can be found here: <http://www.lstmed.ac.uk/privacy-statement>