Jesus College Privacy Notice: Current Staff

This privacy notice applies to Jesus College’s current staff, office holders and senior members

Jesus College is committed to protecting the privacy and security of personal data. This notice explains what personal data Jesus College holds about current staff, office holders and senior members (“you”), how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. In addition to those employed by, or otherwise holding College positions, this notice should be read by the self-employed providers and other contractors engaged to provide services to the College. Personal data relating to volunteers who assist with College fundraising, projects and events is also covered by this notice.

This notice does not form part of any contract of employment or other contract to provide services.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

Jesus College has also published separate notices, which are applicable to other groups and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices. These include:

1. Applicants and prospective students;
2. Alumni, donors and supporters (including what financial information we hold about our alumni and how we use it when considering fundraising initiatives);
3. Archives (which explains what data we hold in our archive);
4. College security and CCTV;
5. College website users and cookies (including how we monitor use of our website);
6. College IT functions (including how we monitor internet and email usage).

You can access past versions of our privacy notices on the data protection section of Jesus College’s website.
What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

Data protection law requires Jesus College (“us” or “we”), as data controller for your data:

- To process your data in a lawful, fair and transparent way;
- To only collect your data for explicit and legitimate purposes;
- To only collect data that is relevant, and limited to the purpose(s) we have told you about;
- To ensure that your data is accurate and up to date;
- To ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- To ensure that appropriate security measures are used to protect your data.

Jesus College's Contact Details

If you need to contact us about your data, please contact:

The Data Protection Officer at Jesus College, Turl Street, Oxford, OX1 3DW; or ring 01865 279700; or email DPO@jesus.ox.ac.uk.

What personal data we hold about you and how we use it

We may hold and use a range of data about you at different stages of our relationship with you. We might receive this data from you; we might create it ourselves, or we might receive it from someone else (for example if someone provides us with a reference about you).

Categories of data that we collect, store and use include (but are not limited to):

- The contact details that you provide to us, including your name, address and telephone number and the contact details of next of kin;
- Your position, role, contract terms, grade, salary, benefits and entitlements;
- Records about your recruitment, including your application paperwork, details of your qualifications, references (including names and contact details of referees), requests for special arrangements, communications regarding our decisions, and relevant committee and panel reports;
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your membership of Jesus College. Relevant criminal convictions or charges are those that indicate you might pose an unacceptable risk to students or staff. Further, your role at Jesus College may require that we conduct
a Disclosure and Barring Service (DBS) check, which will provide us with details of any relevant criminal convictions and/or cautions that you have received. Whilst the College will not hold copies of DBS checks themselves we will record key information such as date of check and DBS reference number for our records. Further information can be found in the DBS policy;

- Copies of passports, right to work documents, visas and other immigration data;
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result;
- Equality monitoring data;
- Dietary requirements;
- Your financial details, including bank and building society account numbers, sort codes, BACS IDs, NI numbers, tax codes, payslips and similar data;
- Pensions membership data, including identification numbers, quotes and projections, terms benefits and contributions;
- Learning and development records, including your attendance, completions, accreditations and certifications;
- Capability procedure records, including performance indicators, records of review meetings, feedback, decisions and outcomes;
- Promotion and progression records, including applications, references and supporting materials, records of deliberations and decisions, feedback and awards;
- Records regarding grievances, disciplinary proceedings or investigations prompted by, involving or relating to you;
- Attendance and absence records, including leave requests, sickness records and related data;
- Photographs, audio and video recording;
- Computing and email information, including login information for our IT systems, IP address(es), equipment allocated to you and records of network access.

Further categories of data that we hold in relation to current staff, office holders and senior members are set out in our Record of Processing Activity (‘ROPA’).

The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purpose(s).

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract that we have entered into with you;
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• Where necessary to comply with a legal obligation;
• Where it is necessary for the performance of a task in the public interest;
• Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information, typically in an emergency, where this is necessary to protect your vital interests, or someone else’s vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

How we apply further protection in the case of “Special Categories” of personal data

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

The Special Categories of personal data consist of data revealing:

• racial or ethnic origin;
• political opinions;
• religious or philosophical beliefs;
• trade union membership.

They also consist of the processing of:

• genetic data;
• biometric data for the purpose of uniquely identifying someone;
• data concerning health;
• data concerning someone’s sex life or sexual orientation.

We may process special categories of personal information in the following circumstances:

• Where processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on Jesus College or you in connection with employment, social security or social protection; or
• With your explicit written consent; or
• Where it is necessary in the substantial public interest, in particular:
  o for the exercise of a function conferred on Jesus College or anyone else by an enactment or rule of law; or
  o for equal opportunities monitoring;
• Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.
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Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

*Criminal convictions and allegations of criminal activity*

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for “special categories” referred to above.

*Details of our processing activities, including our lawful basis for processing*

Details of the lawful bases we rely on for the processing of the categories of data that we hold in relation to current staff, office holders and senior members are set out in our ROPA. Details of retention periods, plus details of parties to whom we transfer data, and on what basis, are available on the data protection section of the Jesus College website.

*Data that you provide to us and the possible consequences of your not providing it*

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Copies of your passport, right to work, and visa information will be collected by us at the time of your application to enable us to comply with UK Immigration and Visa requirements. We may also be required by law to retain that data, along with related information (such as your application paperwork, short-lists and selection committee papers) until a certain point after your employment with the College ends.
- Financial data, including your account number and sort code, BACS ID, NI number, salary, tax codes and payments information are collected by us at the time of your appointment to enable us to pay you in accordance with the contract between us.
- You have a contractual obligation to inform us of relevant conflicts of interest affecting your involvement in Jesus College management and decision-making. Failure to do so may undermine the reputation and integrity of the College/PPH and may have legal implications.

The consequences for any failure to provide such data will depend on the particular circumstances. For example, a failure to provide copies of your passport, right to work and visa information, may mean that we are unable to enter into, or continue with, your employment. A failure to notify the College of relevant conflicts of interest may result in disciplinary proceedings being commenced.
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Some data that you give to us is provided on a wholly voluntary basis – you have a choice whether to do so. Examples include:

- Equality monitoring data, which is requested by the College as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010;
- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we generate about you, such as when processing your application, arranging payments, and/or in relation to accommodation provided by Jesus College;
- The University of Oxford, which operates a number of systems to which colleges have access, including systems that allow Jesus College to access teaching allocation records and schedules, for academic staff;
- Your previous educational establishments and/or employers if they provide references to us;
- Fellow members of Jesus College, family members, friends, visitors to Jesus College and other contacts who may provide us with information about you if and when they contact us, or vice versa.

Our ROPA indicates the sources of each of the various categories of data that we process.

How we share your data

We do not, and will not, sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law.

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Office: UK Visas and Immigration</td>
<td>To fulfil Jesus College's obligations as a visa sponsor.</td>
</tr>
<tr>
<td>Disclosure and Barring Service (DBS)</td>
<td>Required for certain posts to assess an applicant's suitability for positions of trust or where the post works with vulnerable people or children.</td>
</tr>
</tbody>
</table>
##耶稣学院隐私通知：当前员工

<table>
<thead>
<tr>
<th>组织</th>
<th>为什么</th>
</tr>
</thead>
<tbody>
<tr>
<td>英国高等教育资助委员会（HEFCE）</td>
<td>数据提交给研究卓越框架（REF），这是一个评估高等教育中研究质量的系统。</td>
</tr>
</tbody>
</table>
| 英国收入署（HMRC） | 实时信息被HMRC发布，以便收集员工的所得税和国民保险金。

示例的机构可能依法自愿披露数据，具体情况包括但不限于：

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<th>组织</th>
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<tbody>
<tr>
<td>其他学院/PPHs在牛津大学内，大学办公室或部门</td>
<td>当一位员工被多个机构雇用或联系，或者在大学的各个部分提供服务时，可能需要共享相关数据来确保相关合同和服务的正常运作。</td>
</tr>
</tbody>
</table>
| 负有预防犯罪、逮捕和起诉罪犯，以及税收或关税收集职责的机构 | 为了预防、检测或调查犯罪，以及逮捕和收益公共安全，或支持国家利益。

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<tr>
<th>组织</th>
<th>为什么</th>
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| 抵押贷款和租赁机构 | 为了允许这些机构提供抵押贷款和租赁协议。

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<thead>
<tr>
<th>组织</th>
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| 牛津大学超级年金计划（USS）；牛津员工养老金计划；英国教会资助养老金计划 | 为了提供这些组织所需的养老金数据。

<table>
<thead>
<tr>
<th>组织</th>
<th>为什么</th>
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</thead>
</table>
| 高等教育统计机构（HESA） | 一些信息，通常在匿名化形式下，将被发送给HESA进行统计分析，并允许政府机构履行法律职能。

<table>
<thead>
<tr>
<th>组织</th>
<th>为什么</th>
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</table>
| 职业健康提供者 | 为了提供这些设施。

<table>
<thead>
<tr>
<th>组织</th>
<th>为什么</th>
</tr>
</thead>
</table>
| 第三方服务提供商 | 为了支持耶稣学院的活动。任何传输都将受耶稣学院与处理者的适当正式协议的约束。

当与第三方共享信息时，我们将寻求分享最少的信息来达成目的。

我们所有的第三方服务提供商都被要求采取适当的网络安全措施来保护您的个人信息，与我们的政策保持一致，并只被允许为特定目的处理您的个人信息。我们不得允许第三方服务提供商出于其自身目的使用您的个人信息。

更详细的信息关于接收方类别，将设置在一个数据保护部分耶稣学院网站中。
Sharing your data outside the European Union

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us. Otherwise, we will not transfer your data outside the European Union without first notifying you of our intentions and of the safeguards that apply to your data.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements.

Details of expected retention periods for the different categories of your personal information that we hold are set out in our ROPA.

Retention periods may increase as a result of legislative changes, e.g. an increase in limitation periods for legal claims would mean that Jesus College is required to retain certain categories of personal data for longer. Any such changes will be reflected in updated versions of our Record of Processing Activity.

If there are legal proceedings, a regulatory, disciplinary or criminal investigation, suspected criminal activity, or relevant requests under data protection or freedom of information legislation, it may be necessary for us to suspend the deletion of data until the proceedings, investigation or request have been fully disposed of.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Your legal rights over your data

Subject to certain conditions and exception set out in UK data protection law, you have:

- The right to request access to a copy of your data, as well as to be informed of various information about how your data is being used;
- The right to have any inaccuracies in your data corrected, which may include the right to have any incomplete data completed;
The right to have your personal data erased in certain circumstances;

The right to have the processing of your data suspended, for example if you want us to establish the accuracy of the data we are processing;

The right to receive a copy of data you have provided to us and have that transmitted to another data controller (for example, another University or College);

The right to object to any direct marketing (for example, email marketing or phone calls) by us, and to require us to stop such marketing;

The right to object to the processing of your information if we are relying on a “legitimate interest” for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out in our detailed table of processing activities, the ROPA;

The right to object to any automated decision-making about you which produces legal effects or otherwise significantly affects you;

Where the lawful basis for processing your data is consent, you have the right to withdraw your consent at any time. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the Jesus College Data Protection Officer.

If you wish to exercise any of your rights in relation to your data as processed by Jesus College, please contact our Data Protection Officer using the contact details above. Some of your rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Further guidance on your rights is available from the Information Commissioner’s Office (https://ico.org.uk/). You have the right to complain to the UK’s supervisory office for data protection, the Information Commissioner’s Office at https://ico.org.uk/concerns/ if you believe that your data has been processed unlawfully.

Future changes to this privacy notice

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes or to make Jesus College or the University’s operations and procedures more efficient. If the change is material, we will give you not less than two months’ notice of the change so that you can exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email or post.