**Record of Processing Activities – Staff Data (including job applicants, previous staff, honorary, emeritus and visiting staff)**

**Purposes of Processing**

* Absence management including sickness absence and annual leave
* Administration and provision of education and training
* Administration of grants and research funding
* Administration relating to staff and employment
* Administration of visas and Home Office requirements
* Alumni events, including fund raising
* Audit investigations
* Compile records and statistics for research purposes, management information and to monitor equal opportunities policies
* Disclosure Scotland/Protecting Vulnerable Groups checks for relevant staff
* Employers or potential employers of current or former staff
* External debt collection agencies
* External survey providers carrying out staff surveys
* Governance & legal requirements
* Handling grievance matters, disciplinary cases, complaints and appeals
* Identification checks and ID Cards
* Including contact details in academic publications or prospectuses/course material when required as part of role
* Including staff details in directories and on the website
* Liaising with HMRC and pensions providers
* Maintaining contact with past employees
* Maintenance/testing of information systems
* Making external/statutory returns
* Management and administration of University and privately-owned property (including accommodation services & car parking),
* Management of University services such as computing, library, student accommodation, careers service, web, sports centre
* Managing financial systems, budgeting, payments and receipts
* Managing HR processes e.g. salary and other payments, promotion, professional development reviews, workload allocation
* Managing referrals to the Occupational Health and other support services
* Monitoring compliance with the Equality Act 2010
* Monitoring engagement
* Nomination and participation in award and accreditation schemes
* Organising insurance
* Preventing and detecting crime e.g. by use of CCTV, including body worn cameras
* Provide advice and support on academic, pastoral and any relevant funding matters
* Providing information to professional bodies or sponsors e.g. the Law Society of Scotland, Scottish Social Services Council
* Publicity and marketing including the use of images and photographs
* Recruitment of staff
* Recording presentations and lectures (Listen Again)
* Sports Centre Management System
* Trade Union membership
* Transfer to other educational establishments or employers for the purposes of external study, placements or studying with partner institutions

**Description of Categories of Personal Data**

* Personal details e.g. name, contact details
* Family, lifestyle, social circumstances
* Education & training
* Employment details
* Financial details
* Goods or services provided
* Racial or ethnic origin
* Religious or similar beliefs
* Trade union membership
* Physical or mental health or condition
* Sexual life
* Offences (including alleged offences)
* Criminal proceedings, outcomes etc
* High risk (e.g. bank details, NI number, copies of passport or identity documents, date of birth)

**Categories of Recipients**

* Accreditation bodies
* Business associates and other professional advisers
* Central and Local government and government bodies
* Current, past or prospective employers of the data subject
* Data Processors
* Data subjects themselves
* Debt collection and tracing agencies
* Education, training establishments and examining bodies
* Embassies
* Employees and agents of the University
* Funding organisations, potential funders or sponsors
* Healthcare, social and welfare advisers or practitioners
* Legal advisors
* Ombudsmen and regulatory authorities
* Pension providers and tax authorities
* Persons making an enquiry or complaint
* Police forces and other authorities investigating crime
* Professional bodies
* Relatives, guardians or other persons associated with the data subject
* Suppliers, providers of goods or services
* Survey organisations

**Transfers outside the EU**

* Information on websites accessible worldwide
* Cloud storage or online services with servers located outside the EU
* Partner and other organisations involved in teaching or research activities
* Organisations involved in staff or student exchanges

**Legal justification for processing**

For information about the legal justification for processing including justifications for processing special categories of personal data please see ‘Legal Justifications for Processing – Staff Records’ within the [Staff Privacy Notice](http://www.stir.ac.uk/privacy).

**Security measures**

The main staff record is held within the SAP HR/Payroll system which has security controls limiting access to essential users. Other records within the University are held within secure network folders and servers, or in cloud based storage such as Box which has binding corporate rules in place and allows limited access to appropriate users. Some information is held in hard copy with appropriate access.

Where transfers of personal data are made outside the EU these will be in accordance with the applicable data protection laws including GDPR. We will make sure that appropriate safeguards are in place to protect staff information and rights and we will apply the same high standards of privacy and security wherever we process staff personal data.

**Retention**

Details of unsuccessful applicants are held for six months, applicants have the option of extending this retention period to a maximum of two years. Following this period unsuccessful applicant personal data are confidentially destroyed.

As a minimum, the University will retain personal data of staff members for as long as they are an employee of the University provided it is necessary for its purposes as described. Following termination of employment at the University, we shall securely remove from our systems any personal data that we no longer require for the purposes set out above. Please note however that even after termination of employment, the University may still need to retain personal data to satisfy its obligations to keep certain records for particular periods under applicable law as per the University’s retention schedule.

**Contact details**

This is a record of processing activities carried out by the University of Stirling. If you have any questions please contact:

Joanna Morrow

Data Protection Officer

University of Stirling

Stirling

FK9 4LA

[data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk)