

The London Interdisciplinary School

Privacy notice for employees

Introduction

This privacy notice applies to employees (past and present), job applicants, contractors, board members, volunteers, consultants, independent examiners and invigilators who have personal data processed by LIS.

The personal data that is processed includes personal special categories of data such as ethnicity, disability or medical data collected and data relating to criminal conviction and offences.

The notice explains how LIS will process your personal data.

LIS may update its privacy notices at any time, please check back here regularly to review changes.

What types of information do we hold?

The School holds a range of personal data about you, some of which you provide to us directly and some of which is received from third parties.

Below are some of the types of data that the School holds:

- Personal data including name, title, date of birth, gender, marital status and dependents
- Contact details including address, telephone number and personal email address
- Next of kin and emergency contact information
- National Insurance Number
- Bank account details, payroll details and tax status information
- Salary, annual leave, pension and benefits information
- Location of employment or workplace
- Recruitment information (including copies of qualifications, right to work documentation, driving license, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Immigration information (including passport details and language proficiency)
- Performance information
- Disciplinary and grievance information
- Information obtained through electronic means such as swipe card records
- Information about your use of IT systems
- ID card image, photographs, videography

The School may also collect, store and use the following special categories of more sensitive personal information:

- Information about your age, race or ethnicity, disability, religious beliefs, sexual orientation, gender, political opinions, marriage and civil partnership and pregnancy and maternity
- Information about your and your family's members' and dependents' health, including any medical conditions, general health and sickness record
- Information about criminal convictions, offences and barred list status.

How do we use this information and why?

LIS processes your personal data to help effectively administer the employment contract between you and the School. LIS only processes data for specified purposes and in accordance with Data Protection Law and its Data Protection Policy. Some processing of personal information is justified on the basis of contractual necessity. In general, this applies to personal data you provide at the start of, and during, your employment. This information helps us to manage the employment relationship and employee performance. Without this information, LIS would be unable to follow legal requirements relating to your employment, assess your application, offer you work implement reasonable adjustments when required.

The table below outlines the legal basis/justification for key areas in which your personal data is processed. There may be other processing in addition to the below but this will always be conducted in accordance with School policies.

Purpose	Legal basis/justification
To decide on your recruitment or appointment	Necessary before entering into an employment contract and to comply with employment law
To determine the terms on which you work for the School	Necessary for the performance of employment contract and to comply with employment law
To allocate and manage work responsibilities (in line with the role in question)	Necessary before entering into an employment contract and to comply with employment law
To pay your salary, tax, pension contributions, and to process any relevant benefits	Necessary for the performance of employment contract and to comply with employment law
To manage training and development needs or opportunities	Necessary for the performance of employment contract
To monitor equality, diversity and inclusion	Necessary for the School's legal obligation to promote an inclusive work environment, to comply with the Equality Act 2010 and other legal obligations



To implement and ensure compliance with other School policies	Necessary for the performance of employment contracts, and to comply with LIS policy, employment law, and ICO code of practice
To assess and manage fitness and capability to work and manage sickness absence	Necessary for the performance of employment contract and to comply with employment law
To manage reviews and the promotions process	Necessary for the performance of employment contract and to comply with employment law
To provide management information and inform HR processes	Necessary for the performance of employment contract and to comply with employment law and other legal obligations and legitimate interest to ensure systems operate securely and efficiently and to inform management decisions
To communicate with you and evaluate your application as an applicant or employee	Necessary for the performance of employment contract and to comply with employment law and other legal obligations and legitimate interest in consulting with staff and raising awareness of initiatives and opportunities
To provide you with employment related benefits	Necessary for the performance of the employment contract
To liaise with your pension provider	Necessary for the performance of the employment contract and to comply with Employment Law
To sponsor international staff to work in the UK	Necessary for the performance of the employment contract and to comply with Employment Law, Immigration Law and other legal obligations
To check right-to-work status and support visa applications	Necessary for the performance of the employment contract, and to comply with employment law, immigration law and other legal obligations
To gather evidence for any potential grievance or disciplinary hearings	Necessary for the performance of employment contract, to comply with employment law
To make decisions about your employment or arrangements for the termination of the working relationship	Necessary for the performance of employment contract, to comply with employment law
To provide references on request	Necessary for the performance of employment contract or where consent has been given

To assess suitability and eligibility to undertake work	Necessary for the process of establishing a contract (contractual necessity) and in the School's legitimate interest
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In cases where processing your personal data is a contractual necessity, and you don't provide LIS with the personal data needed, we may not be able to process your application or provide you with the employment for which you have been appointed.

When it comes to use of sensitive information, LIS will process this data for specified purposes and where this is justified by data protection law. The table below provides key examples.

Purpose	Legal basis/justification
LIS uses information about any criminal convictions, reprimands and cautions where the law allows it to do so. Where appropriate, this information will also be used to assess your suitability to carry out the work for which you are/would be engaged	Processing is necessary for the public interest and to enable LIS to meet its obligations with respect to employment law.
LIS uses information about your race, ethnicity, religious beliefs, sexual orientation and political opinions to conduct equal opportunities monitoring	Necessary for LIS's legal obligation to deliver a work environment that is inclusive and to comply with the Equality Act 2010 and other legal obligations
LIS uses information relating to your health (for example, any disability), by consent to make decisions regarding reasonable adjustment	Processing of health related data is necessary so that LIS can meet its obligations in relation to the Equality Act 2010

What information do we get from third parties?

LIS may receive your data from third parties. The table below lists the information that LIS may receive from them.

Source	Data LIS may receive from them
Recruiters or other employment agencies	Personal contact details, your application and CV
Former employers	Your record of previous employment
DBS provider	Your criminal record and barred list status
Relevant professional body (e.g. HEA)	Your professional registration status

Occupational health service, GPs/medical practitioners	Medical, accessibility related and similar information (by consent)
Home Office (UKVI)	Immigration status
External training providers	Training and development information
External assessment providers	Psychometric testing and assessment outcomes

What information do we share, with whom and how?

There are occasions when LIS will need to share your data. It is not possible to list all of the bodies with whom we might share your personal data. The table below outlines key examples of data sharing.

Recipient	Data we may share
Line managers	Contact details, employment details, attendance, performance, conduct, training, development, salary, and, by consent, health information required to ensure the School is able to fulfil its duty of care and implement reasonable adjustments when appropriate
Professional staff	Contact details, employment details, attendance, performance, conduct, training, development, salary, by consent, and health information required to ensure the School is able to fulfil its duty of care and implement reasonable adjustments when appropriate
Investigation officers, hearing panel chairs and members, external solicitors, employment tribunals	Personal information relating to conduct, performance and employment
Third party organisations which process personal data on LIS's behalf, including training providers, assessment providers and employment surveyors	Name, contact and employment details
Third parties to whom a potential TUPE transfer is being made	Employment contract terms and conditions and associated benefits (full employee liability information)
Official bodies to which LIS is obliged to report, for example, HESA, OFS, ONS or their agents	Information supplied as necessary to fulfil LIS's reporting obligations to these bodies. This may include relevant special category data
Future employers	Personal information relating to conduct, performance and

	employment, when asked for a reference
Professional development course tutors	Course attendance lists and contact details
Government agencies such as UK Visa and Immigration Office, and the Home Office	Contact details, passport details, salary and other employment basis details including fixed term or permanent contract status
DBS providers	Name and contact details
Pension schemes	Personal information including contact details and salary and pension contribution details
HMRC	Contact, pay and benefit details
Professional regulatory bodies with which you have registered	Contact details, attendance and performance and conduct information.
Internal audit	Any personal data necessary for continued operation of internal controls and/or for preventing, detecting and investigating suspected fraud or irregularities
Police or other crime prevention and detection agencies	Information will be supplied as necessary to fulfil legal obligations with respect to the prevention and detection of crime

How long do we keep information?

We must retain some staff personal data after they leave LIS either because the law requires it or, for other reasons, e.g. tax reasons. Each type of data will be kept for a set period, which is defined in the LIS [Data Retention Schedule](#).

Data Protection Officer

At the point of registration as a higher education provider with the Office for Students, the School will have in place a Data Protection Officer. Their responsibilities will be to:

- Advise the School and its staff on its obligations under the GDPR;
- Monitor compliance with this Regulation and other relevant data protection law, including monitoring training, overseeing periodic audits to ensure 14 compliance, overseeing catastrophe testing, and ensuring GDPR compliance is built into the design of data systems;
- Report on GDPR compliance to the Board;
- Provide advice where requested on data protection impact assessments;
- Cooperate with, and act as the contact point for, the Information Commissioner's Office;
- Operate as the first point of contact for data protection issues.

The School's Data Protection Officer will be contactable at a dedicated email address, once appointed. In the interim, an appropriate internal member of staff will adopt the responsibilities of the DPO as outlined above. This member of staff will be contactable at hello@tlis.org.

Queries and complaints

For more information on your rights, if you wish to exercise any right, for any queries you may have, or if you wish to make a complaint, please contact us at hello@tlis.org with the subject starting "Data".

Complaint to the information commissioner

You have the right to complain to the Information Commissioner's Office (ICO) about the way in which the School processes your personal data.

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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Data Retention Schedule Data Protection Policy Freedom of Information Policy

Version Control			
Version	Author [name]	Date	Brief summary of changes
1	Jasper Joyce (Head of Strategy and Operations)	01/04/2019	Original draft
2	Hannah Kohler (Head of Student Experience)	01/05/2019	Minor wording changes
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