

APPENDIX 1 – Human Resources

Job applicants, current and former employees, freelancers, consultants, student staff, student officers, trustees

1. How and when do we collect information about you?

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment/engagement. In some cases, we will collect data about you from third parties, such as employment agencies or former employers when gathering references.

1. What type of information is collected about you?

We keep several categories of personal data on our employees/freelancers/job applicants/trustees in order to carry out effective and efficient processes. Specifically, depending on your type of engagement with JMSU, we may process the following types of data:

- a. Personal details such as name, address, phone number, and email address.
- b. Name and contact details of your next of kin.
- c. Your photograph, your gender, and marital status.
- d. Footage of JMSU events and activities where you may appear.
- e. Information of any disability or other medical information you have disclosed.
- f. Right to work documentation.
- g. Information gathered via the recruitment process, such as that included in a CV, cover letter, or application form, references from former employers, details on your education and employment history, etc.
- h. National Insurance number, bank account details, and tax codes
- i. Information relating to your employment with us (e.g., job title, job description, salary, terms and conditions of the contract, annual leave records, appraisal and performance indication, formal and informal proceedings involving you, such as letters of concern and disciplinary, disciplinary and grievance proceedings)
- j. Internal and external training modules undertaken.
- k. Information on time off from work, including sickness absence, family-related leave, etc.
- l. IT equipment use, including telephones and internet access.
- m. Your biography and picture for the website (if applicable)

We may also process special category data which might include health information, sexual orientation, race, ethnic origin, political opinion, religion, trade union membership, genetic and biometric data. We may also process criminal records information if the role involves a DBS check.

1. How is your information used?

We are required to use your personal data for various legal and practical purposes for the administration of your contract of employment or your trustee agreement, without which we would be unable to employ you. Holding your personal data enables us to meet various administrative tasks, legal obligations, or contractual agreement/obligations. We may use information to monitor, maintain, and promote equality in the workplace. We process information in relation to the DBS for our safe recruitment practices.

1. Lawful basis for processing

We mainly use 'contractual obligation' as a lawful basis for processing personal data for employees, job applicants, contractors, and freelancers. We mainly use 'legitimate interest' for trustees. We may also have a legal obligation to process and share your data, for example we need to share salary information to HRMC or use some of your data to enrol you on a pension scheme.

We may rely on our legitimate interest for processing activities such as keeping supervision and appraisal records, using your image, bio, and videos/pictures of the organisations' events where you may appear on our website or marketing/fundraising materials to promote JMSU.

Some special categories of personal data, such as information about health or medical conditions, is processed in order to carry out employment law obligations (such as those in relation to colleagues with disabilities and for health and safety purposes). We may also process other special categories of personal data, such as information

about ethnic origin, sexual orientation, health, religion, or belief for the purposes of equal opportunities monitoring. We obtain your consent to process this data – it is optional for you to provide this information.

When processing criminal records (for example, in order to perform a DBS check), the organisation relies on the lawful basis of legitimate interest. When processing special category data and criminal records, we rely on additional conditions of the UK GDPR and DPA 2018.

1. How long do we keep your data?

Some data retention periods are set by the law. Otherwise, we only keep your data for as long as we need it for, which will be at least for the duration of your employment/engagement with us, though in some cases we will keep your data for a period of 6 years after your employment/engagement has ended. There may be some variations to this, for example, live disciplinary warnings are deleted once the warning period has expired, but all relating information is kept for the normal retention period of 6 years post-employment. If you've applied for a vacancy but your application hasn't been successful, we will keep your data only for 12 months.

Retention periods can vary depending on why we need your data. Please get in touch by contacting us using the details above if you want to know more about our retention periods.

Data is destroyed or deleted in a secure manner as soon as the retention date has passed.

1. Confidentiality - who do we share your data with?

Personal Data in relation to your salary is shared with HRMC as part of our legal obligation. Personal Data may also be shared with relevant third parties for the following reasons: for the administration of payroll, pension, and occupational health. When sharing information with third parties, we have data sharing/processor agreements or contracts in place to ensure that data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.