

Privacy notice for Staff

How we use your personal information

Reviewed 30 September 2022

This statement explains how The Cambridge Theological Federation (the “CTF”, “we” and “our”) handles and uses information we collect about our staff (“you” and “your”).

For these purposes, “staff” is intended to include employees, workers and casual workers and contractors. It also includes those providing teaching, assessment and similar services to CTF students on behalf of the CTF, whether or not paid by CTF.

In broad terms, we use your data to manage your engagement with the Federation, including your role and the performance of it and how we support you, as well as other statutory requirements.

The controller for your personal information is the Cambridge Theological Federation, The Bounds, Westminster College, Lady Margaret Road, Cambridge, England, CB3 0BJ. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information is the Head of Central Services, head@theofed.cam.ac.uk.

Unless otherwise stated, the legal basis for processing your personal data is that it is necessary for the performance of the contract of service or the contract for services under which you relate to the CTF, whether or not you are paid to deliver them.

How your data is used by the CTF

Your data is used by us for a number of purposes, including:

A. supporting your engagement and your performance in your role:

Personal data includes:

- i) * *personal details, including name, contact details (phone, email, postal, both work and personal) and photograph;*
- ii) *your current and any previous role descriptions;*
- iii) *your current and any previous contracts of employment and related correspondence;*
- iv) *any occupational health assessments and medical information you have provided, and related work requirements;*
- v) * *your training and development qualifications, requests and requirements.*
- vi) *your CV and records of academic achievement*

B. ensuring that you have the right to work for the CTF:

Personal data includes:

- i) * *your recruitment information (including your original application form and associated information submitted at that time);*
- ii) *other data relating to your recruitment (including your offer of employment and related correspondence, references we took up on your appointment, and any pre-employment assessment of you);*
- iii) * *evidence of your right to work in the UK (e.g. copies of your passport).*

C. paying and rewarding you for your work:

Personal data includes:

- i) * *your bank details;*
- ii) * *details of your pension scheme;*
- iii) *your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes*
- iv) *correspondence between you and the CTF, and between members of staff of the CTF, relating to your pay, pension and any other remuneration.*

D. administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance:

Personal data includes:

- i) * *records of your induction programme and its completion;*
- ii) * *records of your performance appraisals with your line manager;*
- iii) *records, where they exist, of any investigation or review into your conduct or performance;*
- iv) *records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)*
- v) *correspondence between you and the CTF, and between members of staff of the CTF, regarding any matters relating to your employment and any related issues (including but not limited to changes to duties, responsibilities and benefits, your retirement, resignation or exit from the CTF and personal and professional references provided by the CTF to you or a third party at your request).*

E. maintaining an emergency contact point for you:

*Personal data includes details of your preferred emergency contact, including their name, relationship to you and their contact details.**

F. monitoring equality and diversity within the CTF:

*Personal data includes information relating to your age, nationality, gender, religion or beliefs, and ethnicity.**

G. disclosing personal information about you to external organisations, as permitted or required by law.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

Data marked with an * relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the CTF or, where self-evident, provided by a third

party.

We would not monitor social media sites for any personal data relating to you unless we believed there was a legitimate interest for us to do so and only if we inform you we might do this in advance. Consequently, we do not routinely screen your social media profiles but, if aspects of these are brought to our attention and give rise to concerns about your conduct, we may need to consider them. Our social media guidelines are available at: www.theofed.cam.ac.uk/policies-and-procedures.

For certain posts, we may use the Disclosure and Barring Services (DBS) to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

How long we keep your information for

The CTF has adopted the data retention schedule of the University of Cambridge, which you can access at www.information-compliance.admin.cam.ac.uk/records-management. This schedule applies to our data retention regardless of on which courses you teach, if any.

We hold all information for the duration of your employment. After that time, we retain a small subset of personal data for up to seven years after your relationship with the CTF ends:

- I* personal details, including name and your preferred personal contact details (if we still have these);
- II your previous salaries and other earnings, pensions and the amounts you have paid in statutory taxes;
- III records of your performance appraisals with your line manager;
- III records, where they exist, of any investigation or review into your conduct or performance;
- IV your reasons for leaving and any related correspondence;
- V any references we have written subsequent to your employment with us.

Those marked with an * relate to information provided by you, or created in discussion and agreement with you.

We reserve the right to retain the personal data longer than the periods stated above, where it becomes apparent that there is a need to do so – for example, in the event of a major health or personal injury incident, records may need to be kept for up to forty years.

We then store in a permanent archive:

- i) your full name and title;
- ii) your job title(s) and the corresponding dates of employment.

Who we share your data with

We share relevant personal data with our sub-contracting agents (e.g. payroll) and with relevant government agencies (e.g. HMRC) and your pension provider. We share relevant personal data with the Universities on whose behalf you teach. Information is not shared with other third parties without your written consent, other than your name, role and employment contact details which are made publically available.

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these 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.

Failure to provide the information reasonably requested of you may result in disciplinary action taken by the Federation, which could ultimately lead to your dismissal from employment.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>