

Privacy Notice for affiliates

Under the General Data Protection Regulations (GDPR), all organisations must ensure that personal data is:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Oxford Brookes University will be the Data Controller of any personal data that you supply. This means that it will make the decisions on how your data is used and for what reasons. These are outlined in this document.

Oxford Brookes University's legal basis for collecting this data is:

- We need to process the data to fulfil our legitimate interests
- We have a legal obligation to use your data (such as reporting statistics to government, etc)
- For the performance of a task carried out in the public interest

If Oxford Brookes University asks you for sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, data concerning health or sexual life, genetic/biometric data or criminal records OBU will use these data because:

- You have given us explicit consent to do so
- We need to use this data for scientific or research purposes
- Reasons of public interest in the area of public health

What rights do you have regarding my personal data that Oxford Brookes University holds?

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- the right to object to Oxford Brookes University using your data
- You have rights in relation to using your data automated decision making and profiling.

What types of personal data will Oxford Brookes University use?

- Your name
- Address/contact details
- Nature of association with university
- University email address
- If payment is to be made through Payroll bank details, NI/passport number, date of birth and legal sex are also required.
- For university governors, diversity information and the level of highest qualification held are required

- Research record and activity if applicable for the REF or funding applications

Where did Oxford Brookes University source your data from?

- All data is sourced from you via the affiliate form, supplementary governor form and the university employee who asks us to set up your account.

Why does Oxford Brookes University need your data?

- To facilitate systems and facilities access for individuals who are associated with, but not employed by, the university e.g. computer systems, university email, the library. In order to provide this access, an affiliate account needs to be created on the HR database. We collect the minimum information required to be able to set up and maintain an account.
- To fulfil our legal obligations in respect of affiliates who will receive any payment through the university payroll.
- To comply with Health and Safety legislation
- To send you communications that the university believes are relevant to your association with the university (university email address)
- To include data on governors in the statutory staff [HESA](#) return.
- To monitor, analyse and report on anonymised governor data, including data on protected characteristics, in line with our Equality, Diversity and Inclusion policy
- To investigate allegations reported via the [Report and Support](#) tool
- Provision of audio and video conferencing services (to include recording where necessary)
- To administer identity and access management system password resets (personal email address)
- To administer the university room booking system
- To administer and maintain records of formal and informal meetings as required by university governance and to enable efficient operation
- To support and manage affiliates as required by university policy and operational requirements
- To provide learning and development opportunities
- To complete the Research Excellence Framework (REF) submission
- To administer and maintain contracts with third party contractors who provide outsourced services
- For reasons related to the Covid-19 pandemic detailed in the relevant privacy statements <https://www.brookes.ac.uk/alerts/coronavirus/>
- To apply for research funding

Are there any consequences of not providing the requested data?

- If you do not provide the data required for us to create a record on the HR database we will not be able to create your affiliate account. This will mean that you will not have access to some systems and facilities.
- If bank details are not provided for payroll-paid affiliates, we will not be able to make any payment.
- Date of birth and legal sex are required for paid affiliates to fulfil our legal obligations to provide information to HMRC. Without it no payments can be made through payroll. Unless we know your NI number for HMRC you may not be taxed at the correct rate and your national insurance contributions may not be attributed to you.
- Governors - If the University returns high levels of unknown values to HESA we will be set targets for improvement and this could have an adverse effect on our reputation. To avoid this we may remind you we do not hold all of the required data for you. When collecting diversity information we offer a prefer not to say option whenever possible so you can tell

us if you have actively chosen not to share your information.

Will there be any automated decision making using my data?

- No.

Who will Oxford Brookes University share your data with?

- Core HR, who provide and host the university's HR/Payroll system.
- Governors - Higher Education Statistics Agency, via the statutory staff [HESA](#) return in anonymised form
- Third party, Google Hangouts and Google Meet
- Zoom Inc, provision of audio and video conferencing services (to include recording where necessary)
- Third party, LinkedIn Learning, Provision of expert led online training courses on IT, Business, careers and soft skills
- UKRI (Research Excellence Framework), information sharing for the purpose of completing the Research Excellence Framework (REF) submission
- Third party contractors by whom you are employed who provide outsourced services to the university
- Funding bodies: The Wellcome Trust, Cancer Research UK, Brain Research UK, British Heart Foundation

Will OBU transfer my data outside of the UK?

- Our HR/Payroll system is hosted by Core HR, who are based in Ireland. Therefore all data recorded in that system is transferred securely to and processed in the Republic of Ireland. Because Ireland is within the EEA, GDPR still applies. Therefore the same level of protection in relation to the processing of personal data is legally assured.

How long will Oxford Brookes University keep your data?

Your data will be kept while you have an affiliate status with the university. After your affiliate status ends your record on our HR/Payroll system will be marked as dormant and your data will be retained for as long as necessary to fulfil the purpose for which the data was collected and to fulfil our legal obligations. Deletion of data will be carried out in a secure way.

The university [Retention Schedule](#) can be downloaded from our website and details the retention periods for different types of data.

Who can you contact if you have concerns?

You can contact the Information Management team.

Postal Address: GDPR Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gypsy Lane, Oxford, OX3 0BP

Email: info.sec@brookes.ac.uk

Tel: 01865 485420

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