

Bangor University

Staff Data Privacy Notice

1. Introduction

Bangor University (BU) is the data controller in relation to your information, as defined in the Data Protection Act 2018 and is committed to protecting your rights, in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

The University's nominated representative for data protection legislation, and the Data Protection Officer is:

Head of Governance and Compliance
Governance and Compliance Team
Corporate Services
Bangor University
College Road
Bangor
Gwynedd LL57 2DG

This statement explains how the University handles and uses your personal information during your time at Bangor as a member of staff. The University is committed to protecting your personal information and to being transparent about what information it holds. The University has a range of data protection related policies and procedures in place which can be found here:

<https://www.bangor.ac.uk/planning/dataprotection/index.php.en>

2. What information do we collect about you?

BU will collect information about you throughout its dealings with you as a prospective and current member of staff. We will keep a record of the details you provided on your application form (or equivalent), any supporting documents we request as part of the recruitment and selection process, additional details provided by any referees and records following any interview process.

The types of personal information processed include, though is not limited to, the following:

Applicant Data

- ◁ All documentation you provide to us a part of the application process.
- ◁ References received from your named referees as part of the application process.
- ◁ Records of the recruitment and selection process including any records following the interview process.

As detailed in our Recruitment & Selection Collection Notice, the information you give us will be kept confidential, will be shared strictly in accordance with the requirements of recruitment and selection, and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you.

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◁ To respond to statutory enquiri

You should also not seek to gain others' personal data if you are not entitled to it. Disciplinary action will be considered for any University member of staff who breaches data protection legislation or a duty of confidence.

For further information consult the University's *Data Protection Policy*.