

Ulster University Privacy Notice for Contractors and Consultants (Payroll)

Data Controller: Ulster University

Data Protection Officer: Claire Jamison, University Secretary, Room J312, Coleraine, BT52 1SA. Email: gdpr@ulster.ac.uk

This Privacy Notice explains how Ulster University (“**Ulster**”) collects, uses and shares personal data of contractors and consultants for payroll purposes and also outlines their rights in relation to the data that the University processes about current, past and potential future contractors and consultants. For the purposes of this privacy notice contractors include any temporary workers and/or agency workers engaged by Ulster.

Ulster is registered as a ‘data controller’ with the UK Information Commissioner’s Office (ICO). The ICO is the independent supervisory authority set up to promote and oversee compliance with GDPR legislation. A copy of the University’s ICO registration is available at: www.ico.org.uk

1. What type of personal data we collect

We currently collect and process the following data:

- Personal contact details including title, first name and last Name.
- Date of Birth.
- National Insurance Number.
- UK Tax-Payer Status.
- Bank Account Details.
- Passport Copy
- Compensation history pertaining to ad hoc payment and expense claims made through an external claimant system.

2. How we collect your data

We collect data individually directly from you from forms you complete or identity documents you provide at the start of, or during the course of your work with us. It is your responsibility as the contractor or consultant to ensure that the data we hold about you is accurate and up to date.

We may also occasionally obtain data from third parties, for example a consultancy agent or HMRC.

3. Purpose of processing personal data

The University processes data about contractors and consultants for administrative purposes. The data we collect will be used to enable us to pay contractors and consultants, deduct tax and national insurance contributions and also to reimburse employees for any expenses they incur in meeting their contractual obligations (not tax and NI deductible).

4. Lawful basis for processing data

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing your information is to enable performance of a contract entered into between the University and its contracted employees.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for ours, yours or a third party's legitimate interests.

5. Who do we share your information with?

Your information may be shared internally, such as with members of the HR and payroll teams, your line manager, senior managers in the area in which you work and the University executive team and IT staff, but only if access to the data is necessary for the performance of their roles.

The University may share data with other organisations as necessary and to fulfil our statutory obligations. By way of example; HMRC (His Majesty's Customs and Revenue) for administration of tax and national insurance, companies we hold contracts with to help deliver our services to you, our internal or external auditors.

6. How long does the University hold your data?

The University's Retention and Disposal Schedules includes guidance on retention and disposal periods. A copy of the Schedule is available at:

https://www.ulster.ac.uk/data/assets/pdf_file/0009/286461/Records-Retention-and-Disposal-Schedule.pdf

7. Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you would like to exercise any of these rights, have any queries about this Privacy Notice, or if you would like to complain about how your personal information was

handled, please contact the University's Data Protection Officer who will have one month to respond:

Clare Jamison
Ulster University
Room J312 Coleraine
BT52 1SA

Telephone: 028 7012 3502
Email: gdpr@ulster.ac.uk.

If you are unhappy with how we have used your data or dealt with your query or complaint you can make a complaint to the ICO:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>