

## Affiliate Privacy Notice

The University of Greenwich processes some personal data about you as an affiliate at the University (i.e. temporary staff or contractors who fall outside the usual employee processes at the University of Greenwich), during and after your working relationship with us. This may include the following:

- Name, title and other contact details
- Date of birth
- Gender
- Nationality
- Emergency contact information
- Location of employment or workplace
- Copy of driving licence / passport
- CV
- Information obtained through electronic means such as swipe-card records
- Information about your use of our information and communications systems
- Images of you and recordings of lectures, seminars etc. in which you are a participant, which we may place on Moodle

We may also process the following “special categories” of more sensitive personal information:

- Information about your disability and health, including any medical condition, health and sickness records

This information will normally be obtained from you or your employer or will arise from your interactions with the University.

We process personal data about you for the following reasons:

- Making a decision about your appointment
- Determining the terms on which you work for us
- Administering the contract we have entered into with your employer
- Business management and planning, including accounting and auditing
- For teaching and learning purposes (e.g. recordings of lectures, seminars etc. in which you are a participant)
- Making decisions about your continued engagement
- Making arrangements for the termination of our working relationship
- Education, training and development requirements
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- Complying with health and safety obligations
- To prevent fraud

- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To make you aware of events organised by the University which may be of interest to you
- Contacting your emergency contact in the event of an emergency situation relating to your immediate health and safety interests

We use several legal bases for processing the data under Data Protection legislation, primarily public task (the University's functions as a public authority), contract with the individual, and compliance with a legal obligation. Sometimes we may use consent or vital interests. You can find out more information about this by looking at our [Data Processing Activities Register](#).

We will use your particularly sensitive personal information in the following ways:

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

We may share data about you in some instances with external bodies or organisations where this is required by law or otherwise authorised under Data Protection legislation. The types of organisations we may share data with include:

- Contractors used to provide services on behalf of the University, under contracts complying with Data Protection requirements. For example, the Affiliate Registration Management System (provisioned by Ideiio), occupational health, online recruitment etc.
- Partner organisations
- The police or other appropriate investigative authorities with statutory powers
- The Higher Education Statistics Agency (HESA) (See [HESA data collection notice](#))
- Research and Enterprise funding bodies and collaborative partners, for example if you undertake research or enterprise activities involving external funders and partners, and the University needs to share information about you with those funders and partners
- The University's auditors for audit purposes

We do not as a general rule transfer data outside the European Economic Area (EEA). However, in some instances, such as if a post involves international assignments, this may sometimes be necessary.

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it. When you leave the University, your data will be deleted in line with our [retention schedule](#).

You have rights as a Data Subject. You can see more information about those rights [on our website](#).

To contact Peter Garrod, the University of Greenwich's Data Protection Officer and University Secretary, email: [compliance@gre.ac.uk](mailto:compliance@gre.ac.uk).