

Staff Data ROPA - last reviewed February 2021

Category of Personal Data	Source of the data	Why we process this data	How long we keep this data	Our lawful basis for processing	Details relating to lawful basis (where applicable)	special category grounds	special category grounds - details of public interest (where)	criminal conviction grounds	criminal conviction grounds (further)
Recruitment records: your personal contact details, application paperwork, evidence of written work, outcomes of interview evidence of qualifications, references, requests for special arrangements or waiver of eligibility criteria, and selection committee reports. (Not including criminal conviction data, if applicable).	We obtain this data from you. We generate this data about you. We obtain this data from your referees.	To enable us to consider whether to enter into a contract of employment with you. Certain parts of the record are also held as part of TEDI-London's compliance with immigration law.	Unsuccessful applicant data is destroyed not later than 12 months after the date of notification of the outcome of your application, except that where the successful applicant is a visa applicant, sponsored by TEDI-London, copies of the following recruitment records (for all shortlisted applicants in the relevant recruitment process) will be kept by TEDI-London for the time periods required under UK Visas and Immigration guidance, as amended from time to time: (1) All applications shortlisted for final interview in the medium in which they were received (e.g. emails, application form, cv). (2) The names and total number of applicants short-listed for final interview (3) Notes from the final interviews conducted (4) Documented reasons why each rejected EEA national who attended a final interview was not employed. .	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records. Processing is necessary for compliance with employment law. Processing is necessary to defend any tribunal proceedings (or other) claims.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.			
Recruitment records: Passport, right to work and visa information, including all records in the case of limited right to remain.	We obtain this data from the Home Office/UKVI. We obtain this data from you.	To enable us to assess your right to work in the United Kingdom and take steps to meet immigration requirements where necessary.	These records must be kept for the duration of employment and for a further two years after TEDI-London ceases to sponsor the visa holder (due to Home Office and UK Visas and Immigration retention requirements).	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with employment law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.			
Recruitment & appointment records: equality monitoring data. This may consist of data concerning health, sexuality, ethnicity or religious beliefs, age, marital status, gender reassignment, sex, etc.	We obtain this data from you.	For equality and diversity monitoring purposes.	This information will only be held and processed in anonymised form (unless submitted as part of your application). This information will be kept in perpetuity in an anonymised form for monitoring purposes.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with equality law.	Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by EU providing for appropriate safeguards for the fundamental rights and the interests of the data subject. Substantial public interest under the UK Data Protection Act 2018.	The processing is of data concerning disability, sexuality, ethnicity or religious beliefs, age, sex, marital status, and/ or gender reassignment and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.		
Recruitment records: communications regarding our decisions (rejections, shortlists, interview invitations, offers).	We obtain this data from you. We generate this data about you.	To document the process under which applicants are considered for positions, and successful applicants are engaged as employees at TEDI-London.	Recruitment records of successful applicants will be retained for 7 years from the date of the end of your contract of employment. Recruitment records for unsuccessful applicants are destroyed not later than 12 months after the date of notification of the outcome of your application.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records. Processing is necessary to defend any tribunal (or other) claims.				
Recruitment records: medical/health and disability information.	We obtain this data from you. Third party.	To enable us to make appropriate adjustments during the recruitment process.	For unsuccessful applicants - not later than 12 months after the date of notification of the outcome of your application. For successful candidates - this information will be held for the duration of your employment and for 7 years from the date of the end of your contract of employment	Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	TEDI-London has a legitimate interest in maintaining a record of its recruitment activities, and holding appropriate management and administration records.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.			
Recruitment records: Bank account, sort code, and personal card details, and expense claims.	We obtain this data from you.	To enable us to monitor expense claims made and make necessary payments.	Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legal obligation to manage expenses claims to the satisfaction of HMRC. We have a legitimate interest in operating and ensuring appropriate use of TEDI-London payroll.				
Appointment records: criminal conviction and Disclosure and Barring Service information.	We obtain this data from you. Third party.	As part of the appointment process to assist us in making recruitment decisions.	Information relating to criminal convictions collected in the course of the recruitment process will be deleted once the DBS check has yielded a satisfactory or unsatisfactory result. DBS certificate information will be retained as part of your employment record, for 6 months from the date of your appointment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	To the extent that a role will involve working with minors, processing is necessary for compliance with safeguarding law.	The processing meets a condition in Parts 1-2 of Schedule 1 to the Data Protection Act 2018.	Processing is necessary for the purpose of performing or exercising obligations or rights imposed or conferred by law in connection with employment, in circumstances where TEDI-London has an appropriate policy document in place		
Appointment records: role details, negotiations, probation period and contract details (including salary).	We generate this data about you.	To record the terms under which staff are engaged by TEDI-London.	Appointment records will be retained for 7 years from the date of termination of your employment. This is in order to maintain complete and accurate records of your employment contract.	Processing is necessary for the performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in recording key information about our mutual employment obligations.				
Appointment records: Equality monitoring data.	We obtain this data from you.	For equality or monitoring purposes.	This information will only be held and processed in anonymised form. This information will be kept permanently in an anonymised form for our records and monitoring purposes.	Processing is necessary for the performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with our obligations under equality law, employment law and laws specific to the higher education sector.	Substantial public interest under the UK Data Protection Act 2018.	The processing is of data concerning health, sexuality, ethnicity or religious beliefs and is necessary for equality of opportunity of treatment purposes in accordance with the conditions and safeguards specified in the Data Protection Act 2018, with a view to promoting or maintaining such equality.	N/A	
Appointment records: medical/health and disability information.	We obtain this data from you.	To enable us to make reasonable adjustments on commencement of your employment by TEDI-London.	This information will be held as part of your employment record, and will be retained for 7 years from termination of your employment/ association.	Processing is necessary for compliance with a legal obligation. Processing is necessary for performance of our contract with you.	Processing is necessary for compliance with equality law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	N/A		

Employment records: Bank account, sort code, BACS ID, National Insurance number, salary details, payslips, bonus details, student loans, tax forms, tax codes and payments information.	We obtain this data from you. Third Party.	Processing is necessary for the operation of TEDI-London payroll and benefits system.	PAYE and payroll data will be retained for 5 plus current tax year for the purposes of reporting to HMRC.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legal obligation to report salary details to HMRC. We have a legitimate interest in operating and ensuring appropriate use of TEDI-London payroll.				
Employment records: Bank account, sort code, and personal card details, expense allowances and expense claims.	We obtain this data from you.	To enable us to monitor expense claims made and make necessary payments.	Data relating to expenses allowances and expense claims will be retained for 7 years from termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legal obligation to manage expenses claims to the satisfaction of HMRC. We have a legitimate interest in operating and ensuring appropriate use of TEDI-London payroll and expenses systems.				
Employment records: Pension membership data including identification numbers, quotes and projections, terms, opt-in and opt-out notices, benefits and contributions.	We obtain this data from you. We generate this data about you. Third party.	In order to enable your enrolment in to your pension scheme and to make contributions.	Most records relating to your pension will be retained for up to 7 years following the end of your employment. After that time, only a skeleton record will be held, setting out the name of the provider, the date the employee joined the pension scheme and (where applicable) the date of retirement. It is expected that former staff will be able to obtain all relevant data on their pension from the relevant pension provider, in perpetuity.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legal obligation to maintain records of pension contributions. We, and you, have a legitimate interest in being able to request this data from the pensions provider at your request, and discussing it with you, including any implications of adjustments.				
Employment records: Employee benefits scheme membership details, including (where relevant) but not limited to subscriptions for childcare vouchers and details of relevant childcare providers used, healthcare interest free loans, cyclescheme and travel passes.	We obtain this data from you. We generate this data about you. Third party.	As part of the proper functioning of the employee benefits system.	Your contact details will be retained for a period of 7 years from the date of termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legal obligation to enable the correct calculation and processing of pension benefits, together with reporting to HMRC. We, and you, have a legitimate interest in being able to provide this information to your benefits providers, to enable the provider to operate the benefits scheme in accordance with the scheme and your and their respective rights and obligations.	Processing is necessary for the assessment of the medical history of the employee, prior to issuing terms for medical insurance.			
Contact details of yourself and next of kin (name, addresses, telephone numbers, email addresses), as amended from time to time.	We obtain this data from you.	In order to be able to contact you in your role as an employee at TEDI-London, and (where applicable) to comply with immigration law. To enable us to contact appropriate individuals in the event that you are injured, become unwell, or there is other relevant cause for concern regarding your wellbeing.	Your contact details will be retained for a period of 7 years from the date of termination of your employment.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	It is in your, and our, legitimate interests for us to have the means to contact you (or a family member or other designated representative) when necessary in certain situations (e.g. where there is a significant concern for your welfare).				
Employment records: Dietary information.	We obtain this data from you.	To ensure that you are provided with foods meeting your personal, religious and/or health requirements.	We retain this information for the length of your employment contract, in order to ensure you are provided with foods meeting your personal requirements. This information may be retained for 7 years from the date of termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary for compliance with food safety and food standards law. We, and you, also have a legitimate interest in ensuring that you receive appropriate service on an ongoing basis. We may need to process data in order to defend tribunal (or other) claims.	Where it processes special category data in relation to your dietary requirements, TEDI-London does so in pursuit of its compliance with consumer protection, health and safety and equality legislation. It processes the data for the purposes of preventing an unlawful breach of such			
Employment records: Grievances and related investigations raised with TEDI-London and relating to you, including records of any investigation and/or decision that we take, and of any subsequent appeal of resolution.	We obtain this data from you. We generate this data about you. Third party.	As an employer we are required to make appropriate records as part of the handling of grievances and related investigations.	This data will be retained for a period of 7 years from termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing of this data is necessary to comply with employment law. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Where TEDI-London processes special category data in relation to your personal characteristics, TEDI-London does so in pursuit of its compliance with health and safety, equality, and employment legislation. It processes the data for the purposes of preventing an unlawful breach of such			
Employment records: Disciplinary or harassment records: if a disciplinary, harassment or similar complaint is made to TEDI-London in relation to you, including records of any investigation and / or decision that we take, dismissal records, settlements, and of any appeals process.	We obtain this data from you. We generate this data about you. Third party.	To investigate, consider and reach conclusions in relation to employee disciplinary matters.	This data will be retained for a period of 7 years from termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing of this data is necessary to comply with employment law. We, you, and other parties who are involved, also have a legitimate interest in the proper investigation and handling of relevant complaints, disputes and grievances.	Where TEDI-London processes special category data in relation to your personal characteristics, TEDI-London does so in pursuit of its compliance with health and safety, equality, and employment legislation. It processes the data for the purposes of preventing an unlawful breach of such			
Employment records: Absence records (including but not limited to vacation, maternity/paternity/shared parental leave, time off for dependants, career breaks, etc.)	We obtain this data from you. We generate this data about you.	To record, monitor, plan for and respond to absences.	This data will be retained for a period of 7 years from termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing of this data is necessary to comply with Employment law and our obligations to HMRC. We, you, and other parties who are involved, also have a legitimate interest in recording absences for monitoring and planning purposes.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.			
Employment records: Sickness records and related documentation, including sickness absence forms, doctor's certificates, employee 'Fit' notes, return to Work documentation, medical reports, and records of consequent adjustments.	We obtain this data from you. We generate this data about you. Third party.	To comply with our obligations as an employer in the management of employees suffering ill health, to monitor reasons for absences, to consider relevant Health and Safety issues arising and to assist in scheduling of employee time.	This data will be retained for a period of 7 years from termination of your employment. Medical records relating to the Control of Asbestos at Work Regulations, Control of Substances Hazardous to Health Regulations or Control of Lead at Work Regulations will be retained for 40 years.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing of this data is necessary to comply with employment and equality law. We, you, and other parties who are involved, also have a legitimate interest in your health issues for absence & workplace planning purposes.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws. Processing is necessary for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.			
Employment records: Conflict of interest declarations.	We obtain this data from you.	To enable us to identify when your personal or family interests and/or loyalties conflict with those of TEDI-London.	These records will be kept for 7 years from the termination of employment. If declarations are mentioned during governing body sessions, the minutes will be retained in perpetuity.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation.	We have a legitimate interest in understanding when your interests may conflict with those of TEDI-London, and when you will be unable to contribute to management and/or decisions of TEDI-London. In certain circumstances we may	N/A	N/A		

				Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	also have a legal obligation to process this data.			
Employment records: Health and Safety Assessments.	We obtain this data from you.	To enable us to make appropriate adjustments to your working environment and duties to accommodate changes in your physical and/or mental condition.	This data will be retained for 7 years from the date of termination of your employment, unless the assessment relates to the conduct and results of risk assessments of work which exposes employees to asbestos where records of assessments will be retained for 40 years.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	Processing is necessary to comply with Health and Safety law.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	N/A	
Employment records: Staff rotas, flexible and part-time working arrangements, time sheets, casual work claim forms, and attendance records.	We obtain this data from you. We generate this data about you.	For payroll administration and employee performance monitoring.	This data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for the performance of our contract with you. Processing is necessary for compliance with a legal obligation.	Processing is necessary to comply with employment law (e.g. Working Time Directive).	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	N/A	
Employment records: Probation period records, including dates, duration, feedback and evaluations, and materials relating to any decisions made.	We generate this data about you.	To manage the probationary period in line with your contract with TEDI-London and its procedures.	This data will be retained for 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you.	N/A	N/A	N/A	
Employment records: Appraisal information, including objectives, feedback given to and received about you, records of appraisal discussions and Personal Development Plans.	We obtain this data from you Third party	To monitor, assist in and record your professional development.	These records will be kept for three years from the date that they are superseded by an updated appraisal, or three years following the termination of your employment (whichever is longer).	Processing is necessary for performance of our contract with you.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	N/A	N/A	
Employment records: References provided by, or in relation to, you.	We obtain this data from you. We generate this data about you. Third party	References in relation to you are provided for a number of reasons, including enabling you to seek alternative employment or take up voluntary posts, allowing you to access certain libraries and archives, and for provision to prospective landlords. References provided by you are held in order that TEDI-London has a record of recommendations or comments made by employees in their official capacity.	Records of references will be kept for one year from the date of provision of the reference. An entry noting that a reference was provided will be retained on your skeleton employment record permanently.	Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We, and you have a legitimate interest in providing you with references and keeping a record of what was said. We also have a legitimate interest in keeping a record of recommendations or comments made by employees in their official capacity.	N/A	N/A	
Employment records: Capability procedure records, including reasons for commencing the process, relevant performance indicators, records of review meetings and feedback, decisions and outcomes.	We obtain this data from you. We generate this data about you. Third party	To support the development of our employees and to appropriately manage under-performance.	This data will be retained for up to 7 years from the date of termination of your employment.	Processing is necessary for performance of our contract with you. Processing is necessary for the purposes of our or someone else's legitimate interests, except where overridden by your data protection rights and freedoms.	We have a legitimate interest in managing the under-performance of employees appropriately.	Processing is necessary for carrying out obligations or exercising our or your rights or obligations in employment or social security/protection as authorised by UK laws.	N/A	