



Q-WORK PRIVACY NOTICE

Queen's University Belfast (“we”, “us” and “our”) is committed to protecting your personal data. The notice is addressed to our extended workforce – workers, self-employed individuals, volunteers and other payees across a range of both teaching and non-teaching roles who deliver non-permanent or intermittent services/expertise as and when required and prevent the disruption of permanent services by covering short term staff absences or providing additional support to meet fluctuating demands. (“you” and “your”).

This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

WHO WE ARE

We are Queen's University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908. The University has engaged with Keystone Talent Bank to establish Q-Work which will enable Schools and Directorates to continue to engage workers locally, whilst the administration will be managed centrally.

HOW YOUR PERSONAL DATA IS COLLECTED

Information you provide: When delivering the extended workforce project we will ask for information about you, such as your name, address, DOB, job role, bank details, etc. This is known as your “Personal Data”.

We may also ask you for some special categories of information for example criminal convictions, health, and religion. This is known as your “Sensitive Personal Data”.

HOW WE USE YOUR PERSONAL DATA

- We use your Personal Data and Sensitive Personal Data in the following ways:
- Ensure that all individuals are engaged on the most appropriate contract that best reflects the nature of the engagement and best practice;
- Mitigate the risk of failure to comply with legal requirements such as UKVI regulations (including International Visa Holder restrictions), data protection and the Working Time Directive;
- Reduce administration time and effort to recruit and engage individuals, commission work and pay our extended workforce;
- Ensure consistent and appropriate rates of pay;
- Use technology and modern communication techniques to deliver an increased pool of suitable candidates available to work at short notice, to meet fluctuating, short term demands, and advertise opportunities widely;
- Provide budget holders with analytics to enable them to effectively plan, manage and review their use of the extended workforce, and the associated budgets;
- Create clear roles and responsibilities for the recruitment and engagement of our extended workforce which will be reflected in the system;
- Collect more data on the extended workforce to improve statutory returns (e.g. HESA) and provide a comprehensive view of our extended workforce to inform decision making.

LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA

We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our “legal basis for processing”. In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested.

The legal bases for processing your Personal Data are,

- Contractual obligations, owing to the staff/student contract;
- Legal obligations, where we are required to process it under law;
- Legitimate interests of the data controller, where we are required to process data for business related tasks and;
- To protect your vital interest where there is a threat to life.
- When processing your ‘sensitive data’, we will do so in line with Article 9 of the GDPR and will use the appropriate exemption for each instance of sharing and/or processing, which are:
 - Processing is necessary for carrying out obligations to employment, social security and social protection law;
 - Processing is necessary to protect the vital interests of the data subject;
 - Processing is carried out in the course of the legitimate activities with appropriate safeguards;
 - For the purposes of public interest in the area of public health, such as cross-border threats and ensuring high standards of quality and health and safety;
 - Processing is necessary for occupational health or workplace assessment and diagnosis and;
 - Processing is necessary for archiving purposes in the public interest, scientific or historical research or statistical purposes.

WHO WE SHARE YOUR DATA WITH

In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above:

Keystone Talent Bank – [Keystone Employment Group Privacy Notice](#)

DATA PROCESSING OUTSIDE EUROPE

We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area.

HOW LONG YOUR INFORMATION WILL BE KEPT

Unless stated otherwise, we will retain your personal information only as long as necessary for the processing purposes outlined. We will delete your data once it is no longer required for these purposes, provided there are no legitimate interests or legal obligations that necessitate further retention.

We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected

from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

Personal data and sensitive personal data is stored for as long as a worker utilises the QWork system. After a worker has exited the system by deactivating their account, their data is deleted unless legitimate interests or other legal reasons for storage oppose their deletion.

Core information will be retained on the iTrent system in line with the below:

Description of Records	Retention Trigger & Retention Period
Core iTrent record including full name, date of birth, national insurance number, payroll number, positions held, dates of employment and pension data.	Retain core record indefinitely. Termination of employment + 6 years for documents.
Records documenting remuneration and rewards	Retain core record indefinitely. Termination of employment + 6 years for documents.
Records relating to the administration of holiday entitlement	Current year + 1 year
Records documenting entitlements to, and calculations of, Statutory Maternity Pay	Retain core record indefinitely. Termination of employment + 6 years for documents.
Records documenting to the termination of engagement	Termination of employment + 6 years for documents.
Records containing summary statistical information resulting from equality monitoring	Current year + 15 years
Source data for Equality Monitoring of University activity used to produce summary data above	Current year + 5 years
Records documenting the payment and/or reimbursement of expenses	Current financial year + 14 years.

Worker accounts with no activity over an 15 month timeframe will receive confirmation of the closing of their account and option to deactivate their account permanently.

We will collaborate with Keystone to establish a process for deleting data associated with inactive accounts, partial registrations, disabled accounts, incomplete registrations and duplicate registrations on a recurring basis annually.

Users have the right to request the deletion of their data at any time.

YOUR RIGHTS

The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:

- to request access to your Personal Data;
- to request correction of your Personal Data that is wrong or incomplete;
- to request erasure or the restriction of processing of your Personal Data;

- to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
- not to be subject to automated decision making; and
- to withdraw your consent.

If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.

There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

CONTACTING US

If you have any questions or comments about this privacy notice, the University's Data Protection Officer can be contacted at:

Data Protection Officer
The Chancellery
Queen's University Belfast
University Road
BT7 1NN
DPO@qub.ac.uk

COMPLAINTS

You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

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

CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.

Contact Us

Telephone: 028 9024 5133

Queen's University Belfast 2020, University Road, Belfast, BT7 1NN, Northern Ireland, United Kingdom

QWork is managed and supported by Keystone Employment Group