

Privacy Notice for Staff

The Armagh Observatory and Planetarium, (the AOP), is a transparent and open organisation. It processes personal data and special categories of data relating to its current, former employees and job applicants to comply with its contractual, statutory, and operational responsibilities. Personal data means any information relating to an identified or identifiable natural person. Special categories of data mean information relating to a person's racial or ethnic origin, health, sex life or sexual orientation, political opinions, genetic or biometric data, religious or philosophical beliefs, or trade union membership.

All such data will be processed in accordance with the provisions of the GDPR and the AOP's policy on data protection. The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction. Further information on what data is collected and the purposes for which it is processed is given below.

Contractual responsibilities

The AOP's contractual responsibilities include those arising from the contract of employment. The data processed to meet contractual responsibilities includes, but is not limited to, data relating to: payroll; bank account; postal address; sick pay; leave; maternity pay; and pension and emergency contacts.

Statutory responsibilities

The AOP's statutory responsibilities are those imposed on it by legislation. The personal data processed to meet statutory responsibilities includes, but is not limited to, data relating to: tax; national insurance; statutory sick pay; statutory maternity pay; family leave; work permits; and equal opportunities monitoring.

Operational responsibilities

The AOP's operational responsibilities are those necessary for the effective internal administration of the AOP. The data processed to meet these responsibilities includes, but is not limited to, data relating to: recruitment and employment; training and development; teaching; research; absence; disciplinary matters; health and safety; security, including the operation of the AOP's CCTV system; e-mail address and telephone number; swipe cards; and criminal convictions.

Special categories of data

In certain limited circumstances, the GDPR permits the AOP to collect and process special categories of data without requiring the explicit consent of the employee.

- a. The AOP will process data about an employee's health where it is necessary, for example, to record absence from work due to sickness, to pay statutory sick pay, to make appropriate referrals to the Occupational Health Service, and to make any necessary arrangements or adjustments to the workplace in the case of disability. This processing will not normally happen without the employee's knowledge and consent.

- b. The AOP will process sensitive personal data about an employee's racial and ethnic origin, their sexual orientation or their religious beliefs only where they have volunteered such data and only to monitor and comply with the AOP's equal opportunities policies and related provisions.
- c. Data about an employee's criminal convictions will be held as necessary.

Disclosure of personal data to other bodies

The AOP may, from time to time, need to share an employee's personal data with third party contractors to perform its contractual and management responsibilities, for example, arranging payroll services. These contractors will be required to process the data in accordance with the provisions of the GDPR.

The AOP is also required to transfer an employee's personal data to third parties, for example, to HMRC and pension providers in connection with its contractual obligations and its statutory responsibilities, for example it is required to provide some of an employee's personal data to government departments or agencies e.g. provision of salary and tax data to HMRC.

The AOP may display an employee's webmail address, telephone number and photograph on its websites, which are accessible to internet users, including those in countries outside the European Economic Area (EEA). Employees should be aware that many countries outside the EEA do not have data protection legislation, or have different data protection or privacy regimes, and so may not always protect their personal data to the same standard as within the EEA. Employee requests to have their personal data omitted from the website should be addressed to their line manager.

Keeping personal data up-to-date

The AOP must take reasonable steps to ensure that any personal data it processes is accurate and up-to-date. It is the responsibility of an individual employee to inform AOP of any changes to the personal data they have supplied to it during their employment.

Requesting information

Individuals can request access to any of their personal data held by the AOP, subject to certain restrictions. A request for disclosure of such information is called a subject access request. Any such requests should be addressed to the AOP's Records and Information Manager.

Your Rights

You have several rights in respect of your personal data. You have the right to request a copy of all the personal information held about you by the AOP. If you wish to make such a request, please do so in writing to the AOP's Records and Information Manager at the address listed below.

You also have the following rights:

- the right to be informed about the personal data the AOP holds about you and what we use it for
- to request that your personal data is rectified if it is inaccurate
- the right to request that your personal data is updated

- the right to complain if you do not believe we have followed our policy
- the right to request that we refrain from processing your data
- the right to request your personal data in a portable form
- in certain circumstances you the right to have your personal data erased

Our contact details

If you require further information about how your personal data will be processed by the AOP or if you wish to make a complaint about any data protection matter, contact our Records and Information Manager at the following address:

Records and Information Manager
Armagh Observatory and Planetarium
College Hill
Armagh
Northern Ireland
BT61 9DG

Info.compliance@armagh.ac.uk

You also have the right to complain to the Information Commissioner's Officer if you are unhappy about the way the AOP handles your data: <https://ico.org.uk/concerns/>.

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