



RCS PRIVACY NOTICE: STAFF & GOVERNORS

As a member of staff at the Royal Conservatoire of Scotland (RCS), your privacy is important to us. This privacy notice aims to explain how we look after your data, why we process your data and how your data is used, stored and protected. This privacy notice will also advise you how to access your data, make changes and stay informed.

WHO WE ARE

The Royal Conservatoire of Scotland is a Higher Education Institution (HEI) and a performing arts venue based in Scotland. The RCS will process your personal data as your employer and to fulfil its responsibilities as a HEI in Scotland. Our Data Protection Officer can be contacted at dataprotection@rcs.ac.uk

HOW WE LOOK AFTER YOUR DATA

We will comply with data protection law which means your personal data will be:

1. Processed lawfully, fairly and in a transparent manner
2. Collected for specific, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and up to date
5. Kept in a form which could identify individuals for no longer than is necessary and securely deleted thereafter
6. Processed in a manner that ensures appropriate security of the personal data.

HOW WE COLLECT YOUR DATA

We collect personal information about employees through the application and recruitment process, either directly from you, or sometimes from an employment agency. We may sometimes collect additional information from third parties including former employers and Disclosure Scotland. We will collect, update and process further personal information in the course of job-related activities throughout the course of your employment with us.

WHY WE PROCESS YOUR DATA

As a data controller, the Royal Conservatoire of Scotland will process your personal data under the provisions of the General Data Protection Regulation and subsequent legal provisions.

In particular, we will process your data under the following circumstances:

- I. Where we need the data to fulfil our contract with you
- II. Where we need to comply with a legal or statutory obligation
- III. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

We will only use your personal information for the purposes for which we collected it. For any situation where we will be using your data for any further purpose, we will not do so without

your explicit consent. Your consent will always be asked for freely and will involve a positive “opt-in” from you.

WHAT DATA WE WILL PROCESS

We will collect personal information about you in order to fulfil the tasks outlined above in “why we process your data”. We will collect and process some or all of the following categories of personal information about you:

- Personal details including name, address, telephone number, email addresses
- Date of Birth
- Gender
- Emergency contact details & next of kin
- National insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Recruitment information (including references and all other documentation gathered as part of the application process)
- Eligibility to work in the UK information
- Employment records (including job titles, positions held, dates and hours of work, professional update records)
- Disciplinary and performance information
- CCTV, kaba and IT network use information
- Other directorships/company positions/register of interest information

We may also collect and process certain “special category” data, such as:

- Information about your race, ethnicity, religion, sexual orientation
- Information about your health, including any medical, health & sickness records
- Information about criminal convictions
- Trade Union membership (via Payroll)

If we collect special category data about you, we will have safeguards and justification in place to allow us to process and store that data securely.

IF YOU DO NOT PROVIDE US WITH PERSONAL INFORMATION

If you do not provide us with the personal information we ask for, we may not be able to perform all or part of the contract we have entered into with you (for example paying you or providing you with a benefit).

It is also important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your employment with us.

PROTECTING YOUR PERSONAL INFORMATION

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in an unauthorised way. We limit access to your personal information to those employees and third parties who have a business need to have access. This applies equally to paper and electronic records. We have in place procedures to deal with any security breaches and will notify you and the regulator of any suspected breach where we are legally required to do so. Further information can be found in our Data Protection Policy.

DATA SHARING

We may share your personal data with approved third parties (for example your pension provider, HESA). All our third party service providers are required to afford you the same level of personal information data security as the RCS. These third parties will only process your information at our instruction, with a valid lawful basis and that processing will be limited to the agreed specified purposes.

HOW LONG WILL WE HOLD YOUR PERSONAL INFORMATION

We will only retain your personal information for as long as it is necessary to fulfil the purposes we collected it and to fulfil any legal, financial, accounting or reporting requirements. The RCS Record Retention Schedule can be found on the Staff Portal.

YOUR RIGHTS

You have a range of rights under data protection legislation. You have the right to:

- **Be informed:** about the collection and use of your data
- **Access:** your personal information (commonly known as a “subject access request”)
- **Rectification:** if information we hold about you is wrong, please ask us to correct it
- **Erasure:** you can ask us to delete information about you
- **Restrict Processing:** you have the right to ask us to restrict or suppress the processing of your information
- **Data portability:** allows you to move, copy or transfer your data easily from one IT environment to another
- **Object** to our processing where we rely on a legitimate interest (or those of a third party) and you object

Please note that you also have rights regarding automated decision making and profiling, however, RCS do not make any use of any automated decision making or profiling tools. If this changes, we will let you know.

CONTACT US

Please get in touch with us if you have any questions about any aspect of this Privacy Notice, and in particular if you would like to exercise any of your rights as outlined above.

We can be contacted at:

Data Protection Officer

Royal Conservatoire of Scotland,

100 Renfrew Street, Glasgow, G2 3DB

dataprotection@rcs.ac.uk