

How we use your personal information

-- *Staff and Fellows*

This statement explains how Jesus College ("we" and "our") handles and uses information we collect about our staff and Fellows ("you" and "your"). For these purposes, "staff" is intended to include employees, workers and casual workers and contractors (e.g. undergraduate supervisors, ad-hoc or temporary maintenance, kitchen or catering staff etc.) In broad terms, we use

- iii) *your current and previous salary and other earnings (e.g. maternity pay, overtime), and the amounts you have paid in statutory taxes*
- iv) *correspondence between you and the College, and between members and staff of the College, relating to your pay, pension, benefits and other remuneration.*

In addition, we maintain records of your use or take-up of any benefit schemes provided by us (e.g. Mediacash), which we collate and monitor to review the effectiveness of these staff benefits. The legal basis for this processing is that it is in our legitimate interest to ensure that any staff benefit schemes represent good value for money to both you and us, and to ensure that you do not overuse your entitlements.

- D. administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance:

Personal data includes:

- i) ** records of your induction programme and its completion;*
- ii) ** records of your performance appraisals with your line manager;*
- iii) *records, where they exist, of any investigation or review into your conduct or performance;*
- iv) *records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)*
- v) *correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment and/or membership and any related issues (*

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention