



1. Introduction

This privacy notice sets out how LIPA collects, uses, and protects personal data relating to staff in accordance with the General Data Protection Regulation (GDPR).

2. Data Controller

LIPA is the data controller responsible for the personal data you provide to us during the job application process.

4. The Personal Data We Collect

LIPA may collect and process the following personal data about our staff:

- Name, date of birth, contact details (address, phone numbers, and email)
- Identity Documents (may including passport, birth certificate, utility bills)
- Education and work history including current post
- Information which helps us comply with our legal requirements (such as our Equality Duty) including ethnicity, nationality, disability, gender, and immigration/employment status
- Information relating to your current employment including salary, hours of work, date appointed, notice period and, if relevant, reason for leaving
- Membership of professional bodies, other courses/training attended
- Health data (for example FIT notes)
- Skills and qualifications
- Possession of a driving license
- Relationship to senior staff or governors of the institution
- Referees

- Criminal convictions (if relevant)
- Information about medical or health conditions, including whether or not you have a disability for which the LIPA needs to make reasonable adjustments
- Next of kin / emergency contact details

5. How We Use Your Personal Data

We may use your personal data for the following purposes:

- Administering your employment contract
- Payroll processing
- Managing performance, conduct, and absence
- Providing training and development opportunities
- Complying with legal obligations (including right to work checks)
- Contacting you or your next of kin in case of an emergency
- Planning and managing the workforce
- Equal opportunities monitoring
- Compliance with legal obligations such as making external/statutory returns to the Higher Education Statistics Agency (HESA)

6. Lawful Basis for Processing Your Personal Data

The lawful basis for processing your personal data is the need to process data to enter into an employment contract with you and to meet its obligations under your employment contract.

In addition, the Company needs to process data to ensure that we are complying with our legal obligations, for example, we are required to check an employee's entitlement to work in the UK,

In other cases, the Company has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

7. Data Sharing

We may share your personal data with third parties, including:

- Our service providers, who help us to provide and maintain our IT systems and other business operations;
- Regulatory bodies and other government authorities, as required by law or regulation;
- Third parties involved in a merger, acquisition, or other business transaction; and
- Other third parties where necessary to protect our rights, property, or safety or the rights, property, or safety of others.

We will only share your personal data with third parties who have a legitimate need to access it, and who are bound by appropriate confidentiality and data protection obligations.

If we share your personal data with a third party located outside the European Economic Area (EEA), we will ensure that appropriate safeguards are in place to protect your data, such as standard contractual clauses or binding corporate rules.

8. How we protect your data

We have implemented appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access, and against all other unlawful forms of processing. These measures ensure an appropriate level of security and confidentiality for your personal data.

9. Retention of Your Personal Data

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements. We will securely dispose of your personal data when it is no longer needed.

10. Your Rights

Under the GDPR, you have the following rights:

- The right to access your personal data
- The right to rectify any inaccuracies in your personal data
- The right to erasure of your personal data
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data

If you wish to exercise any of these rights or have any questions about how LIPA processes your personal data, please contact us using the details provided below.

11. Contact Details

If you have any questions about this privacy notice or how LIPA processes your personal data, please contact:

Data Protection Officer
LIPA
Mount Street Liverpool
L1 9HF
Email: dpo@lipa.ac.uk