

### **DATA PROTECTION ACT 1998**

The University of Stirling requires to process and retain, in electronic form or otherwise, certain personal data relating to you, by virtue of your employment by the University. All personal data provided by you will be treated strictly in accordance with the terms of the Data Protection Act 1998. This means that confidentiality will be respected and that all appropriate security measures will be taken to prevent unauthorised disclosure. The data you provide (e.g. such data may include but is not limited to, name, designation and employment contact details) will only be used for official University purposes, including official University correspondence, responses to legitimate enquiries regarding University affairs, official publications relating to University affairs and on the official University world wide web pages and also for external organisations and web sites that promote the University's research, researchers and their publications. For these purposes, and in accordance with the University's notification to the Information Commissioner, personal data may also be transferred outwith the European Economic Area, to countries which may not have equivalent data protection laws.

Other than for the purposes described above, the University will not disclose your personal data to any third parties without your express consent, except where the University is required by law to do so, or where such disclosure is for the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of any tax or duty.

In the administration of your employment, the University also requires to process some data which current legislation refers to as "sensitive personal data" (i.e. racial or ethnic origins; political opinions; religious beliefs; trade union membership/non-membership; physical or mental health condition; sexual orientation; criminal (or alleged criminal) activities; or criminal proceedings, criminal convictions). Appropriate security measures will be in place to ensure that sensitive personal data are retained confidentially and are not retained any longer than is necessary.

At various times during your employment you may be asked to disclose personal data to University Faculties/Services. Such requests remain subject to your individual rights under the Data Protection Act 1998 and you may if you wish withhold personal data from publication.

The University will retain your personal data only as long as necessary for its purposes as described. Please note, however, that even after termination of your employment, the University may still require to retain your personal data to satisfy its obligations to keep certain records for particular periods under applicable law.

The University strives to ensure that all personal data remain current and accurate. There are some areas, however, where the University relies upon employees to inform it of any changes; for example contact and next of kin details. We would therefore request that any changes to personal details be communicated to the HR & OD Department Ext.7136. For further information on this issue, please see <http://www.hr-services.stir.ac.uk>

**I have read and understood the above data protection statement and give my consent to the processing of my personal and sensitive data as described:**

Signed..... Date.....

Print .....

**If you also consent to your data being passed to those Trade Unions recognised by the University of Stirling [(as listed in the Data Protection Guide referred to below)]  please tick the following box**

For further information on the University of Stirling's Data Protection Guide please see:  
<http://www.guides.stir.ac.uk/dataprotectionguide.htm>