

## HESA Staff collection notice

The Higher Education Statistics Agency Limited (HESA) is the body responsible for collecting and disseminating information about higher education in the UK and the designated data body for England (see <https://www.hesa.ac.uk/about> for more information). HESA is a [Controller](#) of your information.

Reference to "your provider" refers to the higher education provider where you work. This notice relates to information about you which will be collected by your provider and passed to HESA and to other organisations as described below.

This notice is applicable to the 2021/22 academic year. It is also applicable to data collected in previous academic years and retained by HESA. See *Categories of information submitted to HESA, including Special Categories of data*, below, for more information about the categories of data that will be collected in 2021/22 and that have been collected in previous years.

### Review and Updates to this Notice

This notice sets out information about HESA and other Controllers of your data, how and why they process your data, [legal bases for this processing](#), and [your rights](#) under data protection legislation. This notice is regularly reviewed and updated, for example when organisations change their name, or to clarify how your information is used. Updates may be made at any time and you will always find the most up to date version at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn).

### Submission of your information to HESA

Data about you will be supplied to HESA for the purposes set out below. This data does not include your name (except in the limited case of purpose 6, see below) and is not intended to be used to make decisions about you. All information is used in compliance with data protection legislation.

Every year your provider will send some of the information it holds about you to HESA ("your HESA information"). HESA is an official source of data about UK higher education. HESA is a registered charity and operates on a not-for-profit basis.

**Your HESA information does not contain your name or contact details**, but may contain your Open Researcher and Contributor ID ([ORCID.org](https://orcid.org)) number if you have one.

Your HESA information is used for a variety of purposes by HESA and by third parties as described below. HESA may charge other organisations to whom it provides services and data. Uses of your HESA information may include linking parts of it to other information, as described below. Some information provided to HESA is retained indefinitely for statistical research purposes. Your HESA information will not be used to make automated decisions about you. The extent to which your HESA information will be used for purposes 3-4 and 7 will vary.

HESA processes information about UK and other nationals, including EU nationals. Accordingly, all uses of HESA information must comply with the General Data Protection Regulation (including UK and EU versions) and the Data Protection Act 2018.

### Categories of information submitted to HESA, including Special Categories of data

HESA collects data about the personal characteristics of staff at higher education providers and governors at higher education providers in addition to information about their jobs and contracts. This might include sensitive details about staff members' and governors' personal lives used for equality and diversity monitoring.

Data submitted to HESA by your provider includes details about your employment contract, the work that you do and your salary. It also includes [personal data](#), such as your date of birth and your nationality.

Information about your health, disability status, ethnicity, sexual orientation, gender reassignment or religion is classed as '[Special Categories of data](#)' under the GDPR. If your provider discloses this information to HESA it will be included in your HESA information. This information is necessary for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010 and Section 75 of the Northern Ireland Act 1998 or equivalent subsequent legislation, or for other research purposes falling within GDPR Article 9(2)(j). This information will also be processed for statistics and statistical research where this is necessary and in the

public interest.

A full list of data items that may be included in your HESA information for the 2021/22 academic year will be available from October 2021 here: <https://www.hesa.ac.uk/collection/c21025>. Please note that not all data items are collected for all staff – the exact set of variables relating to you will depend on your role and contract.

If you were a staff member in a previous academic year, a full list of data items that may be included in your HESA information can be found below. Please note that multiple academic years are likely to apply to your HESA information depending on the length of employment.

If you need any assistance in identifying which record your HESA information may be included in, please contact [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk) for guidance.

Staff Record	Finance Record (see Purpose 6)
<ul style="list-style-type: none"><li>• <a href="#">Staff 20/21</a></li><li>• <a href="#">Staff 19/20</a></li><li>• <a href="#">Staff 18/19</a></li><li>• <a href="#">Staff 17/18</a></li><li>• <a href="#">Staff 16/17</a></li><li>• <a href="#">Staff 15/16</a></li><li>• <a href="#">Staff 14/15</a></li><li>• <a href="#">Staff 13/14</a></li><li>• <a href="#">Staff 12/13</a></li><li>• <a href="#">Staff 11/12</a></li><li>• <a href="#">Staff 10/11</a></li><li>• <a href="#">Staff 09/10</a></li><li>• <a href="#">Staff 08/09</a></li><li>• <a href="#">Staff 07/08</a></li><li>• <a href="#">Staff 06/07</a></li><li>• <a href="#">Staff 05/06</a></li><li>• <a href="#">Staff 04/05</a></li><li>• <a href="#">Staff 03/04</a></li><li>• <a href="#">Staff 02/03</a></li><li>• <a href="#">Staff 01/02</a></li><li>• <a href="#">Staff 00/01</a></li><li>• <a href="#">Staff 99/00</a></li><li>• <a href="#">Staff 98/99</a></li><li>• <a href="#">Staff 97/98</a></li><li>• <a href="#">Staff 96/97</a></li><li>• <a href="#">Staff 95/96</a></li><li>• <a href="#">Staff 94/95</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Finance 19/20</a></li><li>• <a href="#">Finance 18/19</a></li><li>• <a href="#">Finance 17/18</a></li><li>• <a href="#">Finance 16/17</a></li><li>• <a href="#">Finance 15/16</a></li><li>• <a href="#">Finance 14/15</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 13/14</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 12/13</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 11/12</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 10/11</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 09/10</a></li><li>• <a href="#">Finance &amp; HE Business and Community Interaction 08/09</a></li><li>• <a href="#">Finance 07/08</a></li><li>• <a href="#">Finance 06/07</a></li><li>• <a href="#">Finance 05/06</a></li><li>• <a href="#">Finance 04/05</a></li><li>• <a href="#">Finance 03/04</a></li><li>• <a href="#">Finance 02/03</a></li><li>• <a href="#">Finance 01/02</a></li><li>• <a href="#">Finance 00/01</a></li><li>• <a href="#">Finance 99/00</a></li><li>• <a href="#">Finance 98/99</a></li><li>• <a href="#">Finance 97/98</a></li><li>• <a href="#">Finance 96/97</a></li><li>• <a href="#">Finance 95/96</a></li><li>• <a href="#">Finance 94/95</a></li></ul>

#### **Purpose 1 – Individual level data used for public functions by the HE funding and regulatory bodies**

Your HESA information is used by HE funding and regulatory bodies (who request HESA to collect it) for their statutory and/or public functions including funding, regulation, and policy-making purposes. Your information will not be used to make decisions about you.

HESA shares your HESA information with the HE funding and regulatory body(s) who request HESA to collect it and require it to carry out their statutory and/or public functions. This data sharing is carried out in the public interest or in the exercise of official authority vested in HESA and the funding and regulatory bodies. HESA has been appointed as the designated data body for England under the [Higher Education and Research Act 2017](#). The HE funding and regulatory bodies are:

- England - [Office for Students](#) (who take into account what would be helpful to collect for sharing with UK Research and Innovation and the Secretary of State)
- Wales - [Higher Education Funding Council for Wales](#)
- Scotland - [Scottish Funding Council](#)
- Northern Ireland - [Department for the Economy](#)

Your HESA information will be shared with these organisations as part of a large dataset which contains similar information about other people who work at higher education providers in the UK. These organisations are also Controllers of your HESA information. This means that they make their own decisions about how to use it, and this may include publishing statistics and sharing the information with third parties, such as other government or public bodies or other organisations of the type listed elsewhere in this collection notice. However, all uses of your HESA information will be within the purposes set out in this collection notice and covered by data sharing agreements with HESA.

These organisations will not use the data for the purposes of identifying you as an individual or to make decisions about you. These organisations may retain HESA information indefinitely for statistical and research purposes.

### **Non-academic staff at higher education providers in England and Northern Ireland**

If you are a non-academic staff member at a provider in England regulated by the Office for Students or at a higher education provider in Northern Ireland then the submission of your HESA information by your provider to HESA may not be required by the Office for Students or the Department for Economy (NI) as part of the HESA Staff Record and may be submitted by your provider on a voluntary basis in order to assist your provider in meeting its statutory reporting obligations (e.g. equality and diversity reporting, responding to FOIs) and for other legitimate interests such as benchmarking or internal reporting. If it is submitted on a voluntary basis then it may also be used for purposes 2 to 4 and 7.

[Click here for more information](#) on the categories of staff that are included in the Staff Record and the categories that will be collected on a voluntary basis.

#### **Legal basis for processing your information for Purpose 1**

Legal basis for processing your information for Purpose 1 – these cover use of personal data by both HESA and the HE funding and regulatory bodies as data Controllers:

Processing of your HESA information for Purpose 1 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing may also be necessary for compliance with a legal obligation to which the Controller may be subject (See GDPR Article 6(1)(c)).

Processing of non-academic staff information may also be necessary for the purposes of the legitimate interests pursued by the Controller or by a third party (See GDPR Article 6(1)(f)).

Processing of Special Categories of data is necessary for statistical and research purposes in accordance with GDPR Article 89(1) in accordance with the duties in the Equality Act 2010, Section 75 of the Northern Ireland Act.

Processing may also be necessary for compliance with a legal obligation to which the Controller may be subject (see GDPR Article 6(1)(c)).

Processing of non-academic staff information may also be necessary for the purposes of the legitimate interests pursued by the Controller or by a third party (see GDPR Article 6(1)(f)).

Processing of Special Categories of data is necessary for statistical and research purposes in accordance with GDPR Article 89(1) in accordance with the duties in the Equality Act 2010, Section 75 of the Northern Ireland Act 1998, the Digital Economy Act 2017 or equivalent subsequent legislation, or for other research purposes falling within GDPR Article 9(2)(j).

Processing of Special Categories of data may also be necessary for reasons of substantial public interest in accordance with the Equality Act 2010 or equivalent subsequent legislation (See GDPR Article 9(2)(g)).

## **Purpose 2 – Individual level data used for public functions by public authorities**

HESA acts as an information hub to provide data and statistics on higher education. While the bodies described in Purpose 1 (above) have legal or regulatory power to require information from certain higher education providers, other public authorities also use your HESA information for their statutory and/or public functions including funding, regulation and policy-making purposes.

### **Education statistics and data**

HESA also acts as an information hub to provide information on higher education. In England, this is undertaken outside of HESA's designated data body activities. HESA shares your HESA information with public authorities who require it to carry out their statutory and/or public functions. This data sharing is carried out in the public interest or in the exercise of official authority vested in HESA and the public authorities. Your HESA information will be shared with these organisations as part of a large dataset which contains similar information about other people who work at higher education providers in the UK.

These organisations are also Controllers of your HESA information. This means that they make their own decisions about how to use it, and this may include publishing statistics and sharing the information with third parties, such as other government or public bodies or other organisations of the type listed elsewhere in this collection notice. However, all uses that they make of your HESA information will be within the purposes set out in this collection notice and covered by data sharing agreements with HESA. These organisations will not use the data for the purposes of identifying you as an individual or to take decisions about you. These organisations may retain HESA information indefinitely for statistical and research purposes, or for fixed terms depending on the terms of their data sharing agreements with HESA.

The HE funding and regulatory bodies who receive information not collected under their relevant power but need it for their functions are:

- [Office for Students](#) (for example the Office for Students have power to collect information from providers in England, but also need information about providers in other parts of the UK for their public function)
- [Higher Education Funding Council for Wales](#)
- [Scottish Funding Council](#)
- [Department for the Economy](#)

Education departments in England and the devolved administrations:

- [Department for Education](#)
- [Welsh Government](#)
- [Scottish Government](#)

Other bodies with public functions connected to education:

- [Department for Business, Energy and Industrial Strategy](#)
- [UK Research and Innovation](#) (UKRI)
- National Health Service bodies and organisations working with them e.g. [Health Education England](#)
- [Medical Schools Council](#)

and any successor bodies. Further Controllers may be added to the list from time to time – please see the online version of this notice at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn).

Your HESA information may also be used by other Controllers who carry out statistical and research tasks in the public interest or in the exercise of official authority that are not connected with education such as monitoring of public expenditure by the National Audit Office.

UKRI will link information about academic staff to [Research Excellence Framework](#) submissions in order to monitor equal opportunities in relation to that exercise, provide contextual information for that exercise, and gain assurance on the quality of data submitted to that exercise.

### Other uses of data

Your HESA information may also be used by some organisations who are also Controllers who carry out statistical and research tasks in the public interest or in the exercise of official authority that are not connected with education. Such uses may include the following:

- Production of statistics in relation to the population of the UK and for statistical research, undertaken by the Office for National Statistics. Further information can be found on the [ONS website](#).
- Production of statistics and statistical research undertaken by [National Records of Scotland](#) and the [Northern Ireland Statistics and Research Agency](#).
- Monitoring of public expenditure by the [National Audit Office](#).

The above list of organisations who may receive your HESA information will be subject to change over time. For example, HESA is seeking to reduce the burden on higher education providers by encouraging other organisations who currently collect information directly from higher education providers to collect and receive information through HESA. The above list will be updated on the HESA website at <https://www.hesa.ac.uk/fpn> from time to time, and you will need to monitor this link yourself if you wish to be aware of changes.

### Legal basis for processing your information for Purpose 2

Processing of your HESA information for Purpose 2 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing of Special Categories of data is necessary for statistical and research purposes in accordance with GDPR Article 89(1) in accordance with the duties in the Equality Act 2010, Section 75 of the Northern Ireland Act 1998, the Digital Economy Act 2017 or equivalent subsequent legislation, or for other research purposes falling within GDPR Article 9(2)(j).

Processing of Special Categories of data may also be necessary for reasons of substantial public interest in accordance with the Equality Act 2010 or equivalent subsequent legislation (See GDPR Article 9(2)(g)).

### Purpose 3 - HESA publications

HESA publishes statistics about staff working in higher education.

Part of HESA's role is to produce and publish information about higher education in the public interest. This includes Official and National Statistics publications (<https://uksa.statisticsauthority.gov.uk/about-the-authority/uk-statistical-system/types-of-official-statistics/>) and online business intelligence and research services.

When producing this material for publication, HESA applies its disclosure control, the [HESA Standard Rounding Methodology](#), to ensure that no Personal Data is included and that individuals cannot be identified from published material.

### Legal basis for processing your information for Purpose 3

Processing of your HESA information for Purpose 3 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing of Special Categories of personal data is necessary for statistical and research purposes in accordance with Article 89(1) based on the Equality Act 2010 (See GDPR Article 9(2)(j)).

#### **Purpose 4 - Equal opportunity, research, journalism, and other processing for statistical and research purposes**

HESA information is used for research into higher education and the staff population. This research can be academic, commercial, journalistic or for personal reasons. HESA prohibits the identification of individual staff members by those carrying out this research.

HESA and the other Controllers (see Purposes 1 & 2) may also supply information to third parties where there is a legitimate interest in doing so for statistical and research purposes. Examples of use for this purpose include:

- Provision of information to students and prospective students
- Equal opportunities monitoring
- Research - This may be academic research, commercial research or other statistical research where this is in the public interest
- Journalism - Where the relevant publication would be in the public interest e.g. league tables
- Creation and operation of analysis tools, for example, [Heidi Plus](#)

Users to whom information may be supplied for Purpose 4 include:

- Higher education sector bodies, including [Jisc](#)
- Higher education providers
- Academic researchers and students
- Commercial organisations
- Unions
- Non-governmental organisations and charities
- Local, regional and national government bodies
- Journalists

Information supplied by HESA to third parties within Purpose 4 is supplied under contracts which require that individuals shall not be identified from the supplied information and this means that they also cannot use it to make decisions about you.

A copy of HESA's current agreement for the supply of tailored information is available at [www.hesa.ac.uk/services/custom/data/timescales-costs](http://www.hesa.ac.uk/services/custom/data/timescales-costs). Each agreement specifies the duration for which data may be processed. This is usually one year but may be longer, if necessary, for the specific research purpose. Each request for HESA information under Purpose 4 is assessed for its compliance with data protection legislation and its compatibility with this collection notice. HESA ensures that only the minimum amount of HESA information necessary for the specified research purpose is supplied to users. If the supplied information is to be published [HESA's Rounding Methodology](#) or an equivalent disclosure control must be applied to ensure that individuals cannot be identified from the published material and it does not constitute Personal Data.

A copy of HESA's current agreement for access to Heidi Plus is [available here](#). Each agreement specifies the purpose for which the data may be processed.

Other Controllers (listed under Purposes 1 & 2 above) may also process data for this purpose where this is necessary to fulfil their public functions.



#### **Legal basis for processing your information for Purpose 4**

Processing of your HESA information for Purpose 4 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)).

Processing may also be necessary for the purposes of the legitimate interests of HESA in disseminating higher education information, or the legitimate interests of third parties in undertaking research in the field of higher education (See GDPR Article 6(1)(f)). In either case processing of your HESA information is necessary for statistical and research purposes in accordance with GDPR Article 89(1).

Processing of Special Categories of personal data is necessary for statistical and research purposes in accordance with Article 89(1) based on the duties in the Equality Act 2010 and Section 75 of the Northern Ireland Act 1998 (See GDPR Article 9(2)(j)).

#### **Purpose 5 - Clinical academic staff and health professionals only**

If you work in a clinical or health-related role or department the Medical Schools Council may use your HESA information for additional purposes.

The [Medical Schools Council](#) (MSC) and [Universities UK](#) through the activities of its Dental Schools Council (DSC) use HESA staff data for the purposes of:

- Monitoring trends in clinical academic staffing as a basis for partnership between the NHS and universities.
- Promoting, maintaining, and improving high quality education, research and clinical practice in the UK.
- Publishing results of research into clinical academic staffing at a detailed statistical level from which there may be a risk of identification of individuals through combinations of characteristics.

The MSC and DSC retain each year's detailed data for one year from receipt of data from HESA. Research results are held indefinitely for statistical and research purposes.

#### **Legal basis for processing your information for Purpose 5**

Processing of your HESA information for Purpose 5 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing of Special Categories of data is necessary for statistical and research purposes in accordance with Article 89(1) based on the duties in the Equality Act 2010 and Section 75 of the Northern Ireland Act 1998 (See GDPR Article 9(2)(j)).

#### **Purpose 6 - Senior staff pay and compensation for loss of office**

If your salary exceeds £100,000 pa, or if you receive compensation for loss of office, information about your salary or compensation payments may be published by HESA and the funding and regulatory bodies listed in Purpose 1.

Accounts directions from the [Office for Students](#), the [Higher Education Funding Council for Wales](#), the [Scottish Funding Council](#) and the Department for the Economy (NI) require higher education providers to publish the following details as part of their annual statements:

- Head of Provider name, salary and benefits,
- Numbers of staff paid over £100,000 per annum,
- The number of staff paid compensation for loss of office ('severance pay').

This information is also collected by HESA in the HESA Finance record for higher education providers in Wales, Scotland and Northern Ireland. For higher education providers in England this information is collected by the Office for Students and shared with HESA who may use this information for all the purposes described in this

notice.

HESA publishes this information alongside other financial information about higher education providers as open data. The published data includes counts of staff which are not rounded or suppressed.

Data about heads of providers is personal data, and where other numbers are small for a provider these may also reveal information about individuals.

#### **Legal basis for processing financial information about staff pay, compensation and benefits for purpose 6**

Processing of your HESA information for Purpose 6 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

#### **Purpose 7 – Use by HESA to perform its role as designated data body for England and its equivalent roles for the other countries of the United Kingdom**

Your HESA information is processed by HESA to collect, compile, publish and share data in accordance with this notice. This processing will include processing for purposes such as analysis & research to: review and improve data quality; data accuracy; and the usefulness; context & richness of the data/analysis HESA produces. It will also be processed to analyse and research the outcomes from education.

HESA processes your HESA information as part of a larger statistical dataset for the above purposes to:

- Create derived fields to enrich data utility and insights of HESA data.
- Contextualise the use of HESA data.
- Quality assure data and to remove anomalies and improve data accuracy.
- Research into data quality and the sector's reliance on time series data.
- To review how changes and improvements can be made to HESA's processing including systems and software and the implications that this would have on the data it produces.

#### **Legal basis for processing your information for Purpose 7**

Processing of your HESA information for Purpose 7 is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See GDPR Article 6(1)(e)) and for statistical and research purposes (See GDPR Article 89).

Processing of Special Categories of data is necessary for statistical and research purposes in accordance with GDPR Article 89(1) in accordance with the duties in the Equality Act 2010, Section 75 of the Northern Ireland Act 1998, the Digital Economy Act 2017 or equivalent subsequent legislation, or for other research purposes falling within GDPR Article 9(2)(j).

Processing of Special Categories of data may also be necessary for reasons of substantial public interest in accordance with the Equality Act 2010 or equivalent subsequent legislation (See GDPR Article 9(2)(g)).

#### **Further information about recipients of your HESA information**

HESA publishes a register containing information relating to the recipients to whom we disclose data for statistical purposes. The live register can be found here: <https://www.hesa.ac.uk/about/regulation/data-protection/register>.

#### **Your rights**

Data protection legislation gives you rights over your personal data. These include rights to know what information is processed about you and how it is processed. These rights have to be met by HESA and any other organisation which takes decisions about how or why your information is processed.

You have the right to be informed about how your personal data is used. This Staff collection notice is regularly



reviewed to ensure that it accurately describes how your HESA information is used. This notice may be updated from time to time, for example when new legislation is enacted, or when new policies are implemented by the public authorities listed under Purposes 1 & 2. The most up to date version can always be found at [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn).

For further information about data protection, including contact details for HESA's Data Protection Officer please see <https://www.hesa.ac.uk/dataprot>. If you have questions about how your HESA information is used, please contact [data.protection@hesa.ac.uk](mailto:data.protection@hesa.ac.uk).

Under the GDPR you have the right of access to your personal information and the right to rectify inaccurate information; the right to erasure; restrict processing; and object to processing. These rights are limited in certain circumstances by exemptions contained in the GDPR and the Data Protection Act 2018 where data is only processed for research or statistical purposes. If you think there is a problem with the way HESA is handling your data, you have the right to complain to the Information Commissioner's Office: [ico.org.uk/](http://ico.org.uk/).

#### **Data transfers to other countries**

Your HESA information may be transferred to countries outside the UK and the European Union for the purposes described above.

Your HESA information will only be transferred to countries whose data protection laws have been assessed as adequate, or where adequate safeguards are in place to protect your HESA information.