



# The University of the West Indies

## STAFF PRIVACY STATEMENT

The University of the West Indies (“The UWI”, “University”), as an employer, has certain legal, contractual and administrative obligations. In discharging these obligations, we are committed to ensuring the privacy of your information. What you should expect when The UWI collects your information, is covered in this privacy statement.

1. For the purpose of this Statement:  
“Personal Data” means data relating to a *living* individual or to an individual who has been *deceased for less than thirty years*, who is or can be identified, either from the data or from the data in conjunction with other information, which is in, or is likely to come into the possession of The UWI. It includes information in the form of photographs, audio and video recordings, and text messages.
2. This Statement explains how The UWI collects, uses and shares the Personal Data of its staff and how the Personal Data will be processed in accordance with our Data Protection Policy.
3. This Statement contains the practices to be followed by The University of the West Indies pertaining to the collection, use and disclosure of your Personal Data, whether you are a present or former University staff.
4. The University recognizes the confidential nature of the information in its care and is therefore accountable to you in protecting your Personal Data.
5. **The Data Protection Officer (DPO)**

For purposes of the protection of your Personal Data, we have engaged a University Data Protection Officer and will engage campus-specific Data Protection Officers in

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due course. The University Data Protection Officer may be contacted, via email, at [dpo@uwi.edu](mailto:dpo@uwi.edu).

### **Who does this Statement apply to?**

The rights and obligations outlined in this Statement will apply to all staff of the University, including trainees and contractual workers of UWI related entities. All members of Staff must comply with the policies, procedures and practices outlined in this Statement.

### **What Personal Data we process and why**

We are legally obliged to collect, retain and disclose certain information about you, for example, to ensure you pay the correct rate of taxation, to fulfil our statutory reporting duties and comply with other obligations. We collect Personal Data pertaining to your employment or other engagement with the University and believe we have a legitimate interest to request and hold emergency contact information from you.

The collection of Personal Data begins from your first interaction with The UWI. Personal Data may include, and be as varied as, medical information, information for the renting of UWI housing and information gathered for the issuing of parking stickers for parking privileges. Personal Data may also include information requested of us by external entities, e.g. a bank when you make an application for a loan. In addition, Personal Data may also include, performance reviews, for purposes connected to the staff payroll, information connected to the processing of staff benefit claims and information required for purposes of complying with general labour employment legislation.

### **How will we use your Personal Data?**

Personal Data will only be used for the stated purpose(s) for which it was originally collected. At the time of original collection, the staff member must be made aware of such purpose(s).

### **Will we be sharing your Personal Data with anyone?**

If your Personal Data is to be relayed to a third party, outside the original purpose for which it was collected and about which you were informed, we will obtain your written consent before disclosing the Personal Data.

## **Who will have access to your Personal Data?**

In the course of their normal and reasonable duties, designated University personnel will have access to the Personal Data of staff. This access to your Personal Data will not exceed that which is necessary for accomplishing the initial purpose for which it was collected. The University will identify persons, including the Data Protection Officer, who have the authority to access your Personal Data.

## **How do we get your Personal Data?**

1. Directly from you.
2. From your previous employer (where applicable).
3. From referees – either generally or for purposes of evaluation and promotion.
4. From other sources not identified in 1 – 3 (above), such as, captured from video recordings or photos of a meeting you attended – online or face-to-face.

## **For how long do we keep your Personal Data?**

Any Personal Data collected by the University will be retained during the period of active employment as well as after the employment period, within the confines of the original purpose for which the data was collected, subject to The UWI's Records Retention Policy.

## **How can I raise concerns about the processing of my Personal Data?**

For purposes of the protection of your Personal Data, The University had engaged a ***University Data Protection Officer***. If you have any feedback or concerns in relation to the processing of your Personal Data, please contact the University Data Protection Officer at [dpo@uwi.edu](mailto:dpo@uwi.edu).

## **Rights of Access and Correction**

You have the following rights:

1. the right to fair processing of information and transparency over the use of your Personal Data by the University;
2. the right to have any mistakes in your Personal Data held by the University corrected; and
3. the right to have certain Personal Data erased (under prescribed circumstances).

## **You may request erasure of your Personal Data**

You may ask us to delete or remove your Personal Data if:

1. there is no good reason for us to continue processing your Personal Data;
2. you have successfully exercised your right to object to processing;
3. you believe we may have processed your Personal Data unlawfully; or
4. we are required to erase your Personal Data to comply with the law.

Please note that we may not be able to comply with your request for specific legal reasons which, if applicable, you will be notified of.

## **Object to processing of your Personal Data**

You may object to the processing of your Personal Data if you believe that this processing impacts your fundamental rights and freedoms. Keep in mind however, that these may be overridden on grounds of public interest or legitimate interest.

## **Deceased Individuals**

The rights outlined in this Statement will extend to deceased individuals and their estate.

## **Compliance with Privacy Policy**

All University staff members must comply with the [University Data Protection Policy](#).

**This statement may change from time to time, as required.**