

University of Bath form

«title» «initials» «surname»
«to_address»

To: All University of Bath Staff

10 December 2001

Dear Colleague,

PERSONAL DATA CHECK – Personnel and Payroll System

During the 2001/02 session, the University is purchasing a new integrated personnel and payroll system, as part of its Human Resource Strategy.

In preparation for this, and in order to ensure compliance with data protection legislation, we are asking each member of staff to check the personal data, which the University holds on the current systems. The purpose of this check is to confirm the accuracy of this data to ensure that our records are up to date. The University needs to process personal data as part of its normal day to day personnel and payroll operations and to enable it to meet the legal requirement for equalities monitoring. Full details of the use of personal data by the University can be found in the Personnel Policies and Practices Handbook, available in the office of each Head of Department.

Please take a few minutes to check your details and amend where necessary, sign and return to the Personnel Department in the enclosed confidential envelope, by 30th November 2001.

If for any reason you receive more than one form, please amend one form only, marking that clearly as the main form, and return everything in the envelope provided.

If you have any queries about this form or its completion, or if you require a copy of the form in larger print, please do not hesitate to contact xxx who will be happy to assist.

In order that we can keep personal information accurate and up to date after this check, please let the Personnel Department know promptly whenever there is any change in your details.

Thank you for your assistance in this matter.

Yours sincerely,

Peter J Hill
Director of Personnel

Enc.

PERSONAL DATA CHECK FORM

FOR OFFICE USE ONLY

Payroll Number	«pay»	Employee Number	«emp»
Department	«dept»	Job Title	«job_title»

IMPORTANT

DO NOT alter any 'Existing Data'. Please print any amendments using **CAPITAL** letters in the 'Change To' box. If no changes are required, leave the 'Change To' box blank. You may receive more than one form, amend one form only and return **ALL** forms in the envelope provided.

	Existing Data	Change To
Surname:	«surname»	
Previous Surname:	«prev_surname»	
First Name:	«first_name»	
Initials:	«initials»	
Known As:	«known_as»	
Title:	«title»	
Date of Birth:	«dob»	
NI Number:	«NI»	
Work e-mail:	«email»	
Work Mobile No:	Unknown	

Permanent Home Address:

	Existing Data	Change To
Line 1:	«h_line1»	
Line 2:	«h_line2»	
Line 3:	«h_line3»	
Line 4:	«h_line4»	
Line 5:	«h_line5»	
Postal Code:	«h_post1» «h_post2»	

Term Time Address: (Where different to above)

	Existing Data	Change To
Line 1:	«t_line1»	
Line 2:	«t_line2»	
Line 3:	«t_line3»	
Line 4:	«t_line4»	
Line 5:	«t_line5»	
Postal Code:	«t_post1» «t_post_2»	

Other Address:	Type is «type»	Change Type To:
	<i>B = Business</i> <i>V = Vacation</i> <i>C = Correspondence</i> <i>W = Work</i>	

	Existing Data	Change To
Line 1:	«o_line1»	
Line 2:	«o_line2»	
Line 3:	«o_line3»	
Line 4:	«o_line4»	
Line 5:	«o_line5»	
Postal Code:	«o_post1» «o_post2»	

Data Protection Act 1998

You are asked to sign below to confirm the accuracy of the information **on both sides of this form**. Personal data needs to be processed to enable the University to conduct its normal day to day personnel and payroll operations and to enable equalities monitoring to take place. Full details of the use of personal data by the University can be found in the Personnel Policies and Practices Handbook.

Signed:	Date:

Equalities Information

Note: The data recorded on this page is classified as sensitive data under the Data Protection Act 1998 and will be treated in strict confidence.

The University collects and holds certain information about you in order to monitor its progress in terms of legislation to promote diversity in employment and to provide anonymised statistics as required to bodies such as HESA and HEFCE.

Below are the details that you have previously supplied, which you are asked to check. If details are incomplete, please enter additions in the 'Change To' box.

(e.g As shown on Passport)	Existing Data	Change To
Nationality:	«nationality»	

	Existing Data	Change To		Please Tick
Gender:	«gender»	M	Male	
		F	Female	
		O	Other	

	Existing Data	Change To		Please Tick
Do you consider that you have a disability?	«disabled»	1	No	
		2	Yes	

The Disability Discrimination Act (DDA) 1995 defines disability as ‘a physical or mental impairment which has a substantial or long term adverse effect on ability to carry out normal day to day activities’.

If you require guidance on this, or if you wish to explore assistance which is available for staff with disabilities, you may approach the Personnel Department at any time for advice and guidance (Nita Arnold, Personnel Assistant (Equality and Diversity) Ext 3568).

Ethnic Origin					
Previously, the university has categorised Ethnic Origin data by reference to the 1991 Census categories. In common with other HEIs, to ensure compatibility with national statistics, and to meet the legal requirements of the Race Relations Amendment Act 2000, we need to use the categories used in the 2001 Census. You are asked to select from the list below, the category which you feel best describes your ethnic origin.					
Ethnic Origin – PLEASE TICK ONE CHOICE ONLY					
White:	11	British		12	Irish
	19	Any other White background			
Mixed:	41	White and Black Caribbean		42	White and Black African
	43	White and Asian		49	Any other mixed background
Asian or Asian British:	31	Indian		32	Pakistani
	33	Bangladeshi		39	Any other Asian background
Black or Black British:	21	Caribbean		22	African
	29	Any other Black background			
Chinese	34	Chinese			
Other ethnic group:	80	Any other			
If you require assistance in selecting from this list, or require a fuller description of any of these categories, please contact Marlene Bertrand, Personnel Officer Ext 3098.					

Thank you for checking and completing this form, which should now be returned to the Personnel Department in the envelope provided. Please ensure you have signed overleaf.

Please return to: PERSONNEL DEPARTMENT, WH 3.22 (Envelope enclosed)