

Staff: Privacy Notice for Human Resources

At the International Science and Technology University, we recognize the importance of privacy for our staff. This notice is intended to inform our employees about the practices related to the collection, use, and protection of their personal data within Personnel and Strategy Development Department.

Data Collection: We collect personal information from our staff, which may include but is not limited to, names, contact details, date of birth, employment history, academic and professional qualifications, salary information, and other employment-related data. This information is collected at various stages, including during the hiring process, throughout employment, and for some time after the employment ends.

Purpose of Collection: The collected data is used for employment-related purposes such as payroll processing, benefits administration, performance evaluations, compliance with legal obligations, and for overall workforce management.

Data Use: Personal data of our staff is used to manage employment relationships effectively. This includes administering salaries and benefits, facilitating professional development, managing performance, and ensuring compliance with our policies and relevant laws.

Data Sharing: Staff data is shared internally as necessary for operational purposes and externally only as required by law or with consent. When sharing data with third parties, such as benefits providers or regulatory authorities, we ensure that appropriate safeguards are in place to protect the data.

Data Security: We are committed to protecting the personal data of our staff. Robust security measures are in place to safeguard data against unauthorized access, disclosure, alteration, or destruction.

Staff Rights: Our staff have the right to access their personal data, request corrections, and inquire about the usage of their data. Employees can exercise these rights by contacting Personnel and Strategy Development Department.

Policy Changes: This privacy notice may be updated periodically to reflect changes in our data management practices or in legal requirements. Staff will be notified of any significant changes through internal communication channels.