



## **Privacy Notice for Employees**

### **How your information will be used**

1. As your employer, the charity needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, to pursue the legitimate interests of the charity, to protect vital interests, and to protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable, in some circumstances, to comply with our obligations and we will tell you about the implications of that decision.
2. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.
3. The sort of information we hold includes your application documents and references; your contract of employment and any amendments to it; evidence of your right to work in the UK; DBS checks; Covid-19 Vaccinations, correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; occupational health information or relating to health and safety; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.
4. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and occupational sick pay.
5. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
6. You will of course be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the charity.
7. In addition, we reserve the right to monitor computer and telephone use.

8. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you. For instance, we may need to pass on certain information to our external payroll provider.
9. We may transfer information about you to other group or partner charities or companies for purposes connected with your employment or the management of the charity's business.
10. In limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards to ensure the security of your data.
11. We do not use automated decision making.
12. Your personal data will be stored for a period of six years following the end of your employment with us.
13. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with the information on that purpose and any other relevant information.

### **Your rights**

1. Under the General Data Protection Regulation (UK GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as, in certain circumstances, the right to data portability.
2. If you have provided consent for the processing of your data you have the right, in certain circumstances, to withdraw consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioner's Office if you believe that we have not complied with the requirements of the UK GDPR or DPA 18 with regard to your personal data.