

Employees and Volunteers privacy notice

Your privacy and the protection of your personal information is very important to us and we are committed to robust compliance with the General Data Protection Regulation and the Data Protection Act 2018.

This privacy notice explains what we do with your personal information, your rights and how we protect it.

This notice is for all our colleagues – whether you are an employee, a contractor or a volunteer. This version of the notice was adopted in {MONTH YEAR} and will be kept under review.

Who we are

We are {INSERT NAME OF BUSINESS} or {INSERT ADDRESS OF BUSINESS}

You can find us in the Information Commissioner's register of organisations who have paid the Data Controller fee [here](#), reference number {INSERT REFERENCE NUMBER}.

In the rest of this document we will refer to the business as “we” or “us”.

If you have any questions about our use of your personal information, or wish to exercise your rights, please contact:

Data Protection Lead

{OPTIONAL - NAME OF DATA PROTECTION CONTACT}

{ADDRESS}

{EMAIL}

{PHONE NUMBER}

The personal information we hold on colleagues

We hold a range of information relating to our colleagues to permit us to run the business effectively. This includes:

- Personal contact details including name, address, telephone numbers, email address;
- Workplace location and contact details, including telephone numbers, email address;
- Date of birth;
- Gender;
- Marital status and family;
- Details of next of kin and emergency contacts;
- National Insurance number;
- Bank account details, Payroll records and tax information;
- Salary, annual leave, pension and benefits information;
- Copy of driving licence and motoring insurance;
- Expenses claims and payments;
- Recruitment records such as your CV, application, interview documents, references;
- Right-to-work documents/migrant status;
- Employment history, including starting date, posts held, previous salary;
- Training records and professional memberships;
- Performance evaluation records;
- Disciplinary and grievance records and records of any compensation payments;
- Photographs and CCTV images;
- Network user account information and network, communications and internet usage history;
- Swipe card records.

Where necessary, we may hold more sensitive information about you, called “special category” personal data, including:

- Information about your race or ethnicity, religious beliefs and sexual orientation (if you provide these) for the purposes of equalities monitoring;
- Details about your trade union membership (where relevant) for the purposes of processing union fee salary deductions and liaison with trade unions;
- Information about your health for purposes of managing sickness absence and providing occupational health services and making reasonable adaptations;
- Biometric data (such as fingerprint recognition systems) for security processes;
- Where appropriate, information about criminal convictions and offences for authorised background checks, using information from the appropriate statutory bodies ([Disclosure and Barring Service](#) for England and Wales, [Disclosure Scotland](#), or [Access NI](#) in Northern Ireland).

Why we process colleagues' personal information (the legal basis)

We process your personal information to allow us to perform the contract of employment we have with you, or to allow us to meet our legal obligations, or in our legitimate interests to run the business.

This includes:

- Deciding on recruitment and appointment of staff, volunteers and contractors and checking legal entitlement to work in the UK;
- Deciding on promotions or continued engagement;
- Paying you and providing other agreed benefits;
- Deducting tax and National Insurance;
- Pension administration;
- Managing the business, accounting and audit;
- Performance management and reporting;
- Conducting grievance or disciplinary processes, or handling legal disputes and claims;
- Staff and volunteer development and training;
- Assessing fitness to work and managing sickness absence;
- The purposes of fraud prevention, security and health and safety;
- Providing occupational health and making reasonable adaptations to support you in the workplace;
- Providing and monitoring network and ICT systems;
- Analysing workforce data for workforce planning, improving staff retention and staff development;
- Equal opportunities monitoring;
- Processing expenses claims or to book work-related travel or accommodation;
- Managing the termination of our working relationship;

Keeping your personal information

By law, we must not keep your personal information longer than we need it. Many colleague personnel records will be kept for 6 years from the end of your employment or period of engagement. Some types of information are kept for longer or shorter periods. For full details of our retention policies, please get in touch using the contact details above.

Profiling and automated decision making

{DELETE OR ADD AS APPROPRIATE.} We will use automated profiling of staff information for workforce and succession planning and for absence management processes – identifying patterns of sickness absence which will trigger a management under our attendance management procedures.

{DELETE OR ADD AS APPROPRIATE.} We do not have any automated decision-making processes which would affect you – that is, decisions made by computer without human intervention.

{OR} We have the following any automated decision-making processes (that is, decisions made by computer without human intervention): {GIVE DETAILS}. You have the right to challenge such decisions and have them reviewed and explained. Please get in touch using the contact details at the top of this notice

Sharing colleagues' personal information

Where necessary we will share your personal information with third party service providers, who are under contractual obligation to protect your data. These companies include:

{DELETE OR ADD AS APPROPRIATE. WHERE POSSIBLE PROVIDE SPECIFIC DETAILS OF WHO THE SERVICE PROVIDERS ARE}

- Pension providers;
- Payroll providers;
- Occupational health services;
- Companies who provide our contact centres and help desks
- IT service providers;
- Couriers and delivery companies;
- Professional advisors, including accountants, lawyers and management consultants;

Where necessary we will also share information when required to by law or in the public interest, with, for example, the police or HM Revenue and Customs, or to exercise or defend our legal rights.

Whenever personal information is shared outside the European Economic Area we will ensure appropriate safeguards are in place – such as contractual controls and (for US-based Companies) the Privacy Shield scheme.

We currently transfer personal data outside EEA to the following countries and organisations: {PROVIDE DETAILS OR DELETE PARAGRAPH IF NOT RELEVANT}. For further details please contact us using the details at the beginning of this notice.

You have rights over your personal information



In law you have a range of rights over your personal information. These are described in more detail [here](#) and include your rights:

- ... to [access the personal information](#) we hold about you and to receive a copy
- ... to [correct inaccuracies](#) in the personal information we hold about you
- ... to [have your data deleted](#) when it is no longer required
- ... (in limited circumstances) to [limit how we use](#) your personal information
- ... (in limited circumstances) to [data portability](#)
- ... to [object to the use](#) of your personal information.

In the rare situations where we rely on consent as the legal basis on which we process your personal information, you may also withdraw that consent at any time.

If you want to exercise your personal data rights or have any questions about how we use your data, please get in touch using the contact details at the top of this notice.

If you believe we have failed to manage your personal data appropriately, you have the right to complain to the statutory regulator - The Information Commissioner's Office.

You can telephone them on 0303 123 1113.

Or you can use their online tool for reporting concerns: <https://ico.org.uk/concerns/>

Or you can write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF