

Privacy Notice – Employees



Review schedule	Every 3 years
Last review	January 2023
Next review due	January 2026
Owner	Rosie Hall

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your working relationship with us. This notice explains how we comply with the law on data protection and what your rights are. For the purposes of data protection we will be the controller of any of your personal information.

This notice applies to our current and former employees, workers, directors and consultants. This notice does not form part of any contract of employment or other contract to provide services.

References to we, our or us in this privacy notice are to SELFA of Broughton Road, Skipton, BD23 1TE, registered number 1169686.

1. Personal Information

When you interact with us in relation to your work with us, you may provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and emergency contact details
- date of birth
- gender
- marital status and dependants
- referee details, next of kin, beneficiaries, details of family members and emergency contacts
- national insurance number and other tax or governmental identifiers
- bank accounts, payroll and tax status
- salary, insurance, annual leave, pension, benefit entitlement and expenses
- start date and leaving date
- location of employment or workplace
- attendance history
- driving licence(s), car insurance documents and vehicle details

- identification documents and information such as passport, utility bills, identity cards, signature etc.
- DBS information (reference number, issue date, type, position, requested by).
- recruitment (including copies of right to work documentation, past employment history, references and other information included in a CV or cover letter or as part of the application process)
- employment records and notes (including job titles, work history, working hours, training records, professional memberships, maternity, parental and compassionate leave and details of any home-working assessment for health and safety purposes) and education and professional records/qualifications
- performance including that generated through our appraisal systems
- disciplinary and grievance information
- use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information
- images in video and/or photographic form and voice recordings
- records of enquiries and other correspondence with you and
- loans that you have made to us or we have made to you

2. Special categories of personal information

We may also collect, store and use the following “special categories” of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- information about your trade union memberships
- information about your health, including any medical condition, health and sickness records, medical records and health professional information and
- biometric information about you, for example fingerprints, retina scans.

We may not collect all of the above types of special category information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis
- it is necessary for the establishment, exercise or defence of legal claims
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law or

- based on your explicit consent

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. Where we collect your information

We typically collect personal information about employees, workers, directors and consultants through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will also collect additional personal information in the course of job-related activities throughout the period of you working for us.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

4. Uses made of personal information

Details of the personal information collected, where it is stored and what it is used for is given in SELFA's Information & Retention Schedule. This is available from the Shared Documents area or on request from your line manager.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to engage you or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your engagement. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also

have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

5. Disclosure of your personal information

We share personal information with the following parties:

- Any party approved by you.
- Other service providers to our business and advisors: for example, payroll, pension administration, benefits provision, professional advisors and administration, CCTV contractors and IT services. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information.
- Prospective new employers: for the provision of references for you.
- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

6. Transferring your personal information internationally

The personal information we collect may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy notice and applicable data protection laws and is respected and kept secure and where a third part processes your data on our behalf we will put in place appropriate safeguards as required under data protection laws. For further details please contact us by using the details set out in the "Contacting us" section below.

7. How long we keep your personal information for

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Specific retention periods can be found in the Information & Retention Schedule.

8. Data accuracy

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address.

9. Your rights in relation to personal information

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain limited circumstances
- the right to restrict processing of your personal information where certain requirements are met
- the right to object to the processing of your personal information
- the right to request that we transfer elements of your data either to you or another service provider
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless

we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. Contacting us

In the event of any query or complaint in connection with the information we hold about you, please email admin@selfa.org.uk or write to us at SELFA, Broughton Road, Skipton, BD23 1TE.

Change Record

Date of change:	Changed by:	Comments
Jan 2023	R. Hall	Reviewed – minor updates to contact details