Employee Privacy Notice

Preface

Alburgh with Denton Preschool Nursery Charity is committed to protecting the privacy of everybody that is employed by us, works for us or seeks employment with us. This privacy notice is our way of being transparent about how we use your personal data.

Data Controller

This notice applies to all employees, ex-employees, agency staff, contractors and volunteers and candidates for new positions (collectively "Staff"). The Charity is the data controller for all Staff data.

We collect and process data for a number of purposes outlined in this notice. If you ever need to contact us you can by using the details below:

If you have a specific query relating to how we process your personal data you can contact the Chair of Trustees, Hannah King hannah772@msn.com

Information related to your employment or work

We use the following information to carry out the contract we have with you, provide you access to business services required for your role and manage our human resources processes.

- Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses
- Date of birth, gender and NI number
- A copy of your passport, driving licence, birth or similar ID and/or proof of address documents
- Marital status, next of kin, emergency contacts, and their contact information
- Employment and education history including your qualifications, training records, job application, employment references, right to work information and details of any criminal convictions that you declare
- Location of work and/or workplace
- Secondary employment and volunteering information

We realise that your emergency contact(s) may not have heard of us as a Company so we ask you to inform them that you will be sharing their information with us. If they have any queries they can contact us using the details we have provided in this notice.

Information related to your salary, pension

We process this information for the payment of your salary, pension and other employment related benefits. We also process it for the administration of statutory and contractual leave entitlements such as holiday or maternity leave.

- Information about your job role and your employment contract including your start and leave dates, salary, any changes to your employment contract, working pattern (including any requests for flexible working)
- Details of your time spent working and any overtime, expenses or other payments claimed, including details of any loans such as for travel season tickets.
- Details of any leave including sick leave, holidays, special leave etc.
- Pension details including membership of both state and occupational pension schemes (current and previous).
- Your bank account details, payroll records and tax status information.
- Details relating to Maternity, Paternity, Shared Parental and Adoption leave and pay. This includes forms applying for the relevant leave, copies of forms/matching certificates and any other relevant documentation relating to the nature of the leave you will be taking.

Information relating to your performance and training

We use this information to assess your performance, to conduct pay reviews and to deal with any employer / employee related disputes. We also use it to meet the training and development needs required for your role.

- Information relating to your performance at work e.g. probation reviews, promotions
- Grievance and dignity at work matters and investigations to which you may be a party or witness
- Disciplinary records and documentation related to any investigations, hearings and warnings/penalties issued
- Whistleblowing concerns raised by you, or to which you may be a party or witness
- Information related to your training history and development needs

Information relating to monitoring

We use this information to assess your compliance with group policies and procedures and to ensure the security of our premises, IT systems and Staff.

- Information about your access to data held by us for the purposes
- of criminal enforcement if you are involved with this work.
- Information derived from monitoring IT acceptable use standards.

- Photos
- **Information relating to your health and wellbeing and other special category data**

We use the following information to comply with our legal obligations and for equal opportunities monitoring. We also use it to ensure the health, safety and wellbeing of our employees.

- Health and wellbeing information either declared by you or obtained from health checks, eye examinations, occupational health referrals and reports, sick leave forms, health management questionnaires or fit notes i.e. Statement of Fitness for Work from your GP or hospital.
- Accident records if you have an accident at work.
- Details of any desk audits, access needs or reasonable adjustments.
- Information you have provided regarding Protected Characteristics as defined by the Equality Act and s.75 of the Northern Ireland Act 1998 for the purpose of equal opportunities monitoring. This includes racial or ethnic origin, religious beliefs, disability status, and gender identification and may be extended to include other protected characteristics.
- Health information, including health screening, COVID-19 symptom checks, temperature screening and checks, and actual or possible exposure to individuals who may be displaying symptoms of the COVID-19 virus, or similar infectious diseases.

You can choose not to provide diversity information if you wish.

How is personal data collected?

We get information about you from the following sources:

- Directly from you.
- From an employment agency.
- From referees, either external or internal.
- From doctors, Occupational Health and other health providers.
- From pension administrators and other government departments, e.g. tax details from HMRC.
- From providers of staff benefits.
- Photographic images taken during your working hours.

We will collect additional personal information in the course of job-related activities throughout the period you work for us.

Lawful basis for processing your personal data
Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the General Data protection Regulation (GDPR):

- Article 6(1)(b) which relates to processing necessary for the performance of a contract
- Article 6(1)(c) so we can comply with our legal obligations as your employer
- Article 6(1)(d) in order to protect your vital interests or those of another person
- Article 6(1)(f) for the purposes of our legitimate interest

Special category data
Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving consent
- Article 9(2)(f) for the establishment, exercise or defence of legal claims
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee

In addition, we rely on processing conditions at Schedule 1 part 1 paragraph 1 and Schedule 1 part 1 paragraph 2(2)(a) and (b) of the Data Protection Act 2018 (DPA). These relate to the processing of special category data for employment purposes, preventative or occupational medicine and the assessment of your working capacity as an employee. Our Appropriate Policy Document provides further information about this processing.

Sharing your information
In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including government agencies and external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

Data Processors
Data processors are third parties who provide certain parts of our staff services for us. We have contracts in place with them and they cannot do anything with your personal information unless we have instructed them to do so. Our current data processors are listed below.

Company Name	Service
Sure Betts HR Solutions Ltd	HR Managed Services

We do not share your data with any third-party based outside of the European Economic Area (EEA) during your employment with us unless we have to book international travel for you which you will be informed about prior to travel.
We offer training as part of our employees ongoing professional development. We will have to transfer some of your data to the training provider to enrol you on the course. We use a variety of training providers depending on the training course.

Retention of Data
As per the requirements of HR regulations that the Group are bound by requires all data pertaining to employees to be retained for up to 6 years after you cease to work for us. You may invoke any of your rights listed below in the event you would like to find out what information we store on you.
We retain applicant data for up to 2 years.

Your Rights
Individuals have certain rights regarding their personal data and how it is processed. For more information on your rights, see the Information Commissioner's website.
You also have the right to lodge a complaint with the Information Commissioner as the relevant supervisory authority.
You can invoke any of your rights by using the contact details listed in this notice. Please be aware that we can ask for identification documents to confirm we are disclosing information to the correct person. If you ask someone to act exercise these rights on your behalf we will ask them to show they have the authority to act on your behalf and ask for proof of their identity.

Provision of personal information
It is mandatory that you provide us with your personal information prior to us employing you or drafting your employment contract. If you do not provide us with all of the personal information, we require we will not be able to employ you.
We do not conduct any automated decision making or profiling on Staff data.

Changes to this privacy notice
We reserve the right to update this privacy notice at any time and provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.