



HEALTH POVERTY ACTION

Employee privacy notice

This notice applies to current and former employees, workers and contractors.

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- gender
- nationality
- marital status
- dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information included on your CV or application form, including references, education history and employment history
- documentation relating to your right to work in the UK
- bank details
- tax codes
- National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- records of any grievance processes instigated by you
- internal performance information including formal warnings and related documentation with regard to capability procedures, performance development reviews
- leave records including annual leave, family leave, sickness absence etc
- training details
- emergency contact details

How we collect your data

We collect data about you in a variety of ways, starting at the point of recruitment where we will collect the data from you directly. This includes the information you would normally put in a CV or application form, and any cover letter. It also includes notes made by our selection panel during a selection interview. We collect further information directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

We will collect data about you from third parties, such as employment agencies, if you come to us via an agency, and former employers when gathering references.

Personal data is kept in hard copy personnel files and within the Company's HR and IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out the employment contract that we have entered into with you and
- ensure you are paid, and that sick pay or maternity pay is correctly administered.

We also need to collect your data to ensure we are complying with legal requirements such as:

- ensuring tax and National Insurance is paid
- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the organisation. We have set these out below:

- making decisions about who to offer initial employment to, and subsequent internal appointments, promotions etc
- making decisions about salary and other benefits
- providing contractual benefits to you
- maintaining comprehensive up to date personnel records about you to ensure, for example, that we have correct contact points in the event of an emergency, and that have up to date contact details for you at home, in case we need to write to you (for example if you are off sick, long-term)
- effectively monitoring both your conduct and your performance and to undertake disciplinary or capability procedures if the need arises
- offering an appropriate complaint process for you against decisions made about you via a grievance procedure
- assessing your training needs
- implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including management of statutory and occupational sick pay, and the making of reasonable adjustments
- obtaining expert medical opinion when making decisions about your fitness for work, and reasonable adjustments
- managing statutory leave and pay systems such as maternity leave and pay etc
- business planning and restructuring exercises
- dealing with legal claims made against us
- preventing fraud

- ensuring our administrative and IT systems are secure and robust against unauthorised access

Special categories of data

Special categories of data are those relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

Where we hold it, we will use your special category data:

- for the purposes of equal opportunities monitoring
- in our sickness absence management procedures
- to determine reasonable adjustments

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where you choose to withdraw consent.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract of employment. If you do not provide us with the data needed to do this, we will be unable to perform those duties eg ensuring you are paid correctly. We may also be prevented from confirming, or continuing with, your employment with us in relation to our legal obligations if you do not provide us with this information, for example confirming your right to work in the UK or, where appropriate, confirming your legal status for carrying out your work via a criminal records check.

Sharing your data

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties. This includes, for example, your line manager for their

management of you, the HR department for maintaining personnel records and the payroll department for administering payment under your contract of employment.

We share your data with third parties in order to:

- obtain references as part of the recruitment process
- obtain HR advice relating to the legitimate interests of the organisation, as set out above
- comply with donor organisations terms and conditions during audit processes
- processing of payroll for payment of your salary
- arrange for relevant staff benefits to be paid to you if applicable

We may also share your data with third parties as part of a Company sale, merger or restructure, or for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for. In most cases this is up to 6 months after your final date of employment with us, at which point your data will be securely and safely destroyed. Some data we are required by law and by donor contract requirements to keep for up to 10 years. This includes, your employment contract and any contract amendments or extensions, accidents reports, income tax and NI returns, Statutory Maternity Pay records, Statutory Sick Pay records, salary records and notice of resignation.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.