

Data Protection Privacy Notice

Employee/Volunteer Information (Right to be informed)

1) Purpose

This document sets out our privacy policy in relation to your data, the type of information we will collect about you, why we collect it and what your rights are in relation to this data. In this document where we refer to an employee this will also cover volunteers where that is appropriate.

2) Personal data we will collect and why

The table below sets out the type of data we collect from employees and the reason why we do so.

Data	Reason
Previous employment and educational information including references	In order to make informed recruitment decisions for the benefit of the Company
Contact information, e.g. address telephone number, email address	In order that we can contact you for reasons relating to your employment, e.g. organisation of work, providing information about your employment and pay
Bank account and details	In order that we can pay you your salary etc.
National insurance number	In order that we can process PAYE deductions and report to HMRC
Emergency contact details	In order that we can contact a family member or friend in the event of an emergency relating to the employee
Passport copy	In order to comply with our legal duty to check that all employees are entitled to work in the UK
General health information (*)	We do not currently hold any data of this sort, however if you wish, you can supply us with this data at any time In order that we can effectively respond to illness or injury at work and/or make adjustments to your role/workplace if required. If we need to get a detailed medical report regarding your health you will have to give us your consent. This is an existing right and has not altered as a result of the new data regulations.

Data	Reason
Short term health information e.g. fitness for work notes, absence records, accident reports (*)	<p>In order that we can effectively manage absences, process statutory sick pay and ensure employees are fit to return to work</p> <p>To comply with our statutory accident reporting duties</p>
Performance and conduct information, e.g. training records and certifications, appraisal and disciplinary records and letters	In order to effectively manage an employee's performance and conduct at work and in order to defend legal proceedings

(*) This type of data is classified as a special category of data. Processing of this data is allowed under Article 9(2) b of the regulations i.e. Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Member State law (Equalities act 2010). This data is deleted once it is no longer required.

You have the right to object to us using your data, however we may continue to process that data if we have a compelling reason to do so, such as ensuring that we have enough people present at an event or that employees are paid properly. We must respond to any objection you raise within one month

3) Storage of information

Employee information will be stored:

- In electronic format; and/or
- In hard copy format

Personal data stored in electronic format will be stored in the following places:

- MyHRToolkit (HR Management Information System)
- Sage 50 (Payroll)
- Sage 50 P11d (software for calculating benefits in kind)
- Jelf/Scottish Widow (Pension Administrator)
- Insync Corporate Healthcare (Occupational Health)
- UK Healthcare (Corporate Benefits)
- Computershare (Childcare voucher scheme) - purchase ledger of Sage 200
- KHES Ltd.

Access to information will be limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

Personal data stored in hard copy will be stored in locked filing cabinets, with access to information limited to those members of the Company who require access to it in accordance with the reasons set out in section 2 above.

4) Third parties

It may be necessary for the Company to share some employee personal data with third parties. Where it does share personal data with a third party the Company will take measures to ensure that:

- the security of the personal data is maintained; and
- that it is not used unlawfully.

Circumstances where personal data may be shared include:

- With a third party payroll or pension provider in order to process wage payments and pension contributions
- With HMRC for PAYE purposes
- With employment law and HR advisors in order to obtain advice in relation to any contractual or legal employee relations issue
- In order to obtain a criminal records or DBS disclosure
- In order to provide employment references
- In order to comply with our statutory reporting duties to HMRC, the Health and Safety Executive etc.

If you consider that any third party has unlawfully used your personal data then you should notify the Company as soon as possible in order that we can investigate the matter and take steps to protect your personal data.

5) Right to rectification

We are required to update personal data to ensure it is accurate and up to date. Therefore if any of your details change then you must notify us promptly of the change.

6) Right to access Information

You have the right of access to the personal data we have possession of, subject to certain legal limitations (e.g. in order to protect the rights and freedoms of other individuals).

If you wish to access your personal data then you should submit a written subject access request which:

- Identifies who you are (we may seek confirmation of identity); and
- States what personal data you wish to access

We will normally comply with subject access requests within one month of receiving the request unless it is a complex request.

Subject access requests should be made to: Human Resources (HR@stjohnwales.org.uk).

7) Right to erasure (right to be forgotten)

We will delete personal data once we no longer have a lawful reason to hold and use it, unless you ask us not to delete it.

You have the right to have personal data deleted in certain circumstances. If you wish for personal data to be deleted then you should contact us in writing setting out what data you wish to be deleted. Requests should be submitted to: Human Resources (HR@stjohnwales.org.uk).

8) Right to restriction of processing

In certain circumstances you can ask us not to process data we hold on you without deleting it. Such requests usually relate to situations where there is a dispute between us (perhaps where you feel the data is inaccurate) or there is some outstanding legal action taking place.

9) The Right to data portability

This right allows you to use data that you have supplied us with for your own purposes, and allows you to request that we transfer that data in a secure way.

10) Rights to automated decision making

At present there are no circumstances where we take decisions on the basis of automatic processing. However, should any arise in the future you will have the right to request that human intervention occurs before any decision is taken.

11) Right to complain

Any complaints in relation to the Company's use of your personal data should be addressed to the contact below or through the Company's grievance procedure. You may also report data protection concerns to the Information Commission on 0303 123 1113 or by using this link:

- <https://www.ico.org.uk/concerns>.

12) Contact information

If you wish to make a subject access request, ask for data to be deleted or make a complaint about data protection then please do so in writing to:

Department	Human Resources
Email address	HR@stjohnwales.org.uk
Postal address	Human Resources, St John Cymru Wales, Priory House, Beignon Close, Ocean Way, Cardiff, CF245PB