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| **Employee and Worker Privacy Notice**  **for**  Children and Families Group |

**Data controller: Jim Duncan, CEO, Children and Families Ltd. Seashells, Rose Street, Sheerness, Kent, Me12 1AW. Tel: 01795 889233**

We collect and process personal data relating to our employees and casual workers to manage their employment relationship. We are committed to being transparent about how we collect and use your data to meet our data protection obligations.

**What information do we collect?**

We collect and process a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number, date of birth and gender;
* the terms and conditions of your employment/ engagement;
* details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
* information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
* details of your bank account and national insurance number;
* information about your marital status, next of kin, dependants and emergency contacts;
* information about your nationality and entitlement to work in the UK;
* information about your criminal record;
* Information on Covid vaccines and testing;
* details of your schedule (days of work and working hours) and attendance at work;
* details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
* details of supervision records, training records, any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
* assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
* information on your driving license and vehicle insurance, as well as compliance with BYOD;(this relates to using your own device for work e.g. smartphone, tablet, laptop, PC, etc.)
* information collected from questionnaires, assessments, surveys and audits;
* information about medical information or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; as well as health related issues to ensure you are safe and able to work;
* Photographic and video imagery (Inc. CCTV footage) to enable ID badges to be created, used for marketing material, and to ensure a safe environment.
* equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

We may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

**Why do we process personal data?**

We need to process data to enter into an employment contract or contract for services with you and to meet our obligations under any contract with you. For example, it needs to process your data to provide you with an employment (or other) contract, to pay you in accordance with your contract and to administer benefit, pension and insurance entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is required to check an employee or worker's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment (or other) relationship. Processing employee/worker data allows the organisation to:

* run recruitment and promotion processes;
* maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee or worker contractual and statutory rights;
* operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
* operate and keep a record of employee/worker performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
* operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees/workers are receiving the pay or other benefits to which they are entitled;
* obtain medical information to ensure you are safe and able to work;
* obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees/workers are receiving the pay or other benefits to which they are entitled;
* operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees/workers are receiving the pay or other benefits to which they are entitled;
* ensure effective general HR and business administration;
* provide references on request for current or former employees/workers; and
* respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where we process other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. This is to carry out our obligations and exercise specific rights in relation to employment.

**How we store your personal information?**

Your information is securely stored in locked filing cabinets and on electronic data servers kept at Seashells, Rose Street, Sheerness, Kent, ME12 1AW & FareShare Kent, Unit 4, St Johns Court, Foster Road, Ashford Business Park, Ashford, Kent, TN24 0SJ. All Data is secure and protected with restricted access for those who only need obtain your information for specific purposes.

All data, HR records and confidential information is kept in accordance with our data retention schedules which can be found: [F:\Children & Families\GDPR\Retention Schedule & Archive Procedure](file:///F:\Children%20&%20Families\GDPR\Retention%20Schedule%20&%20Archive%20Procedure). Data is disposed of securely using shredders located across our operational sites and via electronic data cleansing processes.

There are times where remote access or home working is required. Our ICT support service will use your detail to enable the configuration of this service. This can only be approved by your line manager. All employees are subject to the same rules and access permissions as they do in their normal working role. All these access requirements meet the data protection restrictions.

**Who has access to data?**

Your information may be shared internally, including HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

We share your data with third parties in order to obtain pre-employment references from other employers, provide references for future employment, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

We will not transfer your data to countries outside the European Economic Area.

**How do we protect data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where we engage with third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**For how long do we keep data?**

We will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in our retention policy.

**Your rights**

As a data subject, you have a number of rights. You can:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise any of these rights, please contact Jim Duncan, [jimduncan@children-families.org](mailto:jimduncan@children-families.org)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, medical information, your right to work in the UK and payment details, must be provided to enable the organisation to enter a contract of employment with you and ensure you are legal and safe to work. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising.

**Automated decision-making**

Employment decisions are not based solely on automated decision-making.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

This employment privacy notice is part of the Children and Families Group GDPR Data Protection Policy. Please refer to this policy for further information or visit [www.ico.gov.uk](http://www.ico.gov.uk).

If you would like to discuss anything in this privacy notice, please contact:

Jim Duncan CEO (JimDuncan@children-families.org)

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