

Privacy Notice for Employees and Volunteers

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

East Ayrshire Women's Aid (the 'Organisation') is a 'data controller' and gathers and uses certain information about you. Where the Organisation is also a 'data processor', we will process information received from third parties about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out below with other parties, such as external contractors and our professional advisers and potential purchasers of some or all of our organisation or on a re-structuring (for example if we find ourselves in a situation of being transferred or taken over by another organisation – we would be obliged to provide employee information.)

Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators and/or our funders as is necessary or required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and third-party agencies, service providers, representatives and agents. We have security measure in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed.

We keep most employee data for six years to ensure we meet UK-wide legislation requirements (Prescription and Limitation Act in Scotland and the Limitations Act in England).

Your rights to correct and access your information and to ask for it to be erased

Please contact Karen Gardner if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask East Ayrshire Women's Aid for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Complaints

If you are unhappy about any aspect of the processing of your personal information by East Ayrshire Women's Aid you can make a complaint by using our Complaints Procedure. You can contact us informally (in person, by telephone or text), or formally (by email, letter or by asking for us for a complaints form).

Ask your Team Leader or get in touch with us at:

East Ayrshire Women's Aid
10 Croft Street, Kilmarnock, KA1 1JB.
Telephone: 01563 536001
Email: info@eastayrshirewomensaid.org.uk

Complaints to the Information Commissioner's Office

You can also report a concern about our handling of your personal information directly to the Information Commissioners Office on their website at **ico-org.uk** or their helpline **0303 123 1113**.

Personnel

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information	How long we keep your information
Employment contract: Your name, contact details (i.e. address, home and mobile phone numbers, email address)	From you	To enter into/perform the employment contract	To enter into/perform the employment contract	For the duration of your employment and six years after your employment has ended.
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	From you and, where necessary, the Home Office	To comply with our legal obligations	To carry out right to work checks Information may be shared with the Home Office	For the duration of your employment and six years after your employment has ended.
Relevant identification such as birth certificate, passport, driving licence, utility bills	From you	To perform the employment contract	To ensure that you have a clean driving licence if relevant for your role Assess suitability to work with children and adults	For the duration of your employment and six years after your employment has ended.

<p>Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)</p>	<p>From you, from your doctors, from medical and occupational health professionals we engage where applicable</p>	<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits</p> <p>To comply with our legal obligations to you as your employer</p> <p>Information shared with your doctors, with medical and occupational health professionals and with</p> <p>For further information, see * below</p>	<p>For the duration of your employment and six years after your employment has ended.</p>
<p>Records of return to work meetings following sickness, maternity leave</p>	<p>From you</p>	<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>To maintain employment records.</p> <p>To comply with our legal obligations to you as your employer</p>	<p>For the duration of your employment and six years after your employment has ended.</p>

Your racial or ethnic origin, sex or sexual orientation religious or similar beliefs	From you anonymised	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our policies For further information, see * below	If you keep this information it should be anonymised. You may keep it for funders?
Criminal records information, including the results of Disclosure Scotland and Disclosure and Barring Service (DBS) checks	From you, Disclosure Scotland and the DBS	To comply with our legal obligations	To carry out statutory checks Information shared with Disclosure Scotland, DBS and other regulatory authorities as required For further information, see * below	For the duration of your employment and six years after your employment has ended.
Details of your support and supervision	From you and your line manager. To support you with your work priorities.	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies, to support staff. Information will only be shared after a discussion with you or if there is a child/adult protection concern	For the duration of your employment and six years after your employment has ended.

<p>Details of your appraisals and performance reviews</p>	<p>From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process</p>	<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time</p>	<p>For the duration of your employment and six years after your employment has ended.</p>
<p>Details of your training records</p>	<p>From you, from other employees and from training providers.</p>	<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time</p>	<p>For the duration of your employment and six years after your employment has ended.</p>

Annual leave records including special leave	From you and relevant staff	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies To deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time	For the duration of your employment and six years after your employment has ended
Parental leave records	From you and relevant staff	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies To deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time	For the duration of your employment and six years after your employment has ended.

Information on grievances raised by or involving you for your current employment	From you, from other employees and from consultants we may engage in relation to the grievance procedure	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	For staff administration, to follow our policies and to deal with grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time	For the duration of your employment and six years after your employment has ended.
Information on conduct issues involving you	From you, from other employees and from consultants we may engage in relation to the conduct/complaints procedure	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage from time to time	For the duration of your employment and six years after your employment has ended.

Details of your performance management/improvement plans (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies and to monitor staff performance Information shared with relevant managers, HR personnel and with consultants we may engage from time to time	For the duration of your employment and six years after your employment has ended.
Details of your time and attendance records	From you using daily timesheets, and information on time and attendance recorded on relevant forms.	Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences	For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance Information shared with relevant managers, HR personnel, with consultants we may engage and with our payroll administrators	For the duration of your employment and six years after your employment has ended.
Information in applications you make for other positions within our organisation	From you	Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To process the application Information shared with relevant managers, HR personnel and with consultants we may engage with from time to time	For the duration of your employment and six years after your employment has ended.

<p>Information about your use of our IT, communication and other systems</p>	<p>Automated monitoring of our websites and other technical systems, such as our computer networks and connections, access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records</p>	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and service users, against unauthorised access or data leakage</p> <p>to ensure our organisation's policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage from time to time</p> <p>For further information, see ** below</p>	<p>For the duration of your contract and three months after your contract has ended unless there is an on-going or anticipated dispute, we will then hold the information until the dispute is resolved.</p>
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		<p>restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>for statistical analysis</p> <p>to prevent unauthorised access and modifications to our systems</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>		
<p>Details of your use of the organisations social media profiles (such as Facebook, twitter, Instagram, LinkedIn)</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our organisations policies, such as those</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel [and with consultants we may engage from time to time</p> <p>For further information, see ** below</p>	<p>For the duration of your contract and three months after your contract has ended unless there is an on-going or anticipated dispute, we will then hold the information until the dispute is resolved.</p>

		<p>concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>		
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<p>Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>to protect our networks, and personal data of employees and service users, data leakage</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>for investigating complaints and allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with consultants we may engage from time to</p> <p>For further information, see ** below</p>	<p>For the duration of your contract and three months after your contract has ended unless there is an on-going or anticipated dispute, we will then hold the information until the dispute is resolved</p>
<p>References about you that we give to others</p>	<p>From your personnel records, our other employees</p>	<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To provide you with the relevant reference</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the recipient(s) of the reference</p>	<p>Six months after your contract has ended</p> <p>Three months the normal time limit for employment claims, however six months can be justified.</p>

Payroll and salary

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information	How long we keep your information
Details of salary and benefits, bank/building society, National Insurance and tax information, date of birth	From you	To perform the employment contract including payment of salary, benefits (SSP, SMP etc) and calculation of tax and NI.	To ensure you receive the correct pay and benefits Information shared with our payroll administrators, HMRC and relevant finance and management staff	For the duration of your contract and six years after your employment has ended. Bank details will be deleted after the last salary/expenses payment is made to the employee.
Details of your pension arrangements, and all information included in these and necessary to implement and administer them	From you, from our pension administrators and (where necessary) from your own pension fund administrators	To perform the employment contract including employment-related benefits	To administer your pension benefits and/or to comply with our auto-enrolment pension obligations Information shared with our pension administrators, with HMRC and relevant finance and management staff	For the duration of your employment and six years after your employment has ended.
Income tax records: P45, P60, and changes to tax codes	From you and payroll system	To perform the employment contract including employment-related benefits	To ensure you receive the correct pay and benefits Information shared with our payroll administrators, HMRC and relevant finance and management staff	For the duration of your contract and six years after your employment has ended.

<p>Details of your spouse/partner and any dependants</p>	<p>From you</p>	<p>To perform the employment contract including employment-related benefits, e.g. private medical insurance, death in service and pension</p>	<p>To ensure you receive the correct pay and benefits</p> <p>Information shared with our pension administrators, with relevant finance and management staff</p>	<p>For the duration of your employment and six years after your employment has ended.</p>
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Health and Safety

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information	How long we keep your information
Emergency contacts (i.e. name, relationship and home and mobile phone numbers)	From you	Legitimate interest: to maintain employment records and good employment practice	To make contact in case of an emergency when you are at work	For the duration of your employment.
Display Screen Equipment (DSE) work station assessment	From you and Health and Safety representatives in the organisation	Legitimate interest: to maintain employment records and good employment practice	To comply with Health and Safety regulations.	For the duration of your employment and six years after your employment has ended.
Information about incidents when at work	From you and other employees	Legitimate interest: to maintain employment records and good employment practice	To comply with Health and Safety regulations.	For the duration of your employment and six years after your employment has ended.
Information about accidents when at work	From you and other employees	Legitimate interest: to maintain employment records and good employment practice	To comply with Health and Safety regulations.	For the duration of your employment and six years after your employment has ended.

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information marked with an asterisk () above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as your contractual sick pay and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.*

** Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offences are set out in our Data Protection Policy** Further information on the monitoring we undertake in the workplace and how we do this is available in our Communication and Information Security Policies available from your Team Leader.*

