

## Human Resources Privacy Notice Privacy Notice

Raising Youth CIC is a registered company limited by guarantee in England and Wales, company number: 12556168. It's registered address is: Raising Youth, St Nicholas Church, Strood, Kent, ME2 4UB. Our website is [www.raisingyouth.co.uk](http://www.raisingyouth.co.uk) and can be contacted by email at: [enquires@raisingyouth.co.uk](mailto:enquires@raisingyouth.co.uk) or by phone on

We have appointed Callum Thomas as our Data Protection Officer. He can be contacted at: [dataprotection@raisingyouth.co.uk](mailto:dataprotection@raisingyouth.co.uk)

### Information We Collect

We collect certain information about our staff to meet regulatory and statutory requirements. We collect the following information about our staff members: Full Legal Names, Addresses, Email Addresses, Phone Numbers, Date of Birth and a Picture of your face.

### How We Collect The Information And Why We Have It

We collect our staff's data in a wide range of ways including, but not limited to: Microsoft Forms, Paper Forms and Self-Service Onboarding. We collect the information to ensure we can keep regular contact with staff members and verify their identity.

Data Subjects give us consent to process and store their data, this can be withdrawn at any time. They can do this by emailing: [dataprotection@raisingyouth.co.uk](mailto:dataprotection@raisingyouth.co.uk) where the Data Protection Officer will ensure appropriate action is taken. In some cases, termination of the subject's position may occur if certain information is deleted.

### What we do with your information

We use your information to ensure we can keep in regular contact with you and to meet regulatory requirements to verify your identity and comply with the law. We are required to verify identities in cases where staff are in direct contact with children, this is part of assessing their suitability to work with children.

**We will never share your data with any third parties without your consent.**

## How we store your data

Your data is stored on our Human Resources System; FreshTeam. Their privacy notice can be found [here](#). We also hold paper copies of your data in a physical file. This is stored in a locked filing cabinet and only shared with staff who need it to fulfil their job role, as defined in the Data Protection Act 2018.

We hold your data for the duration of your position with us. We then hold it for a further 2 months after you leave us. However, we will destroy and delete your data earlier if you ask us to. You can do this by emailing: [dataprotection@raisingyouth.co.uk](mailto:dataprotection@raisingyouth.co.uk). When you ask us to delete and destroy your data, for physical copies this will be completed by one of two methods: Shredding or Incineration. Digital Copies will be deleted in the system's default way and removed from "Recycle Bins" or "Recently Deleted" folders.

Please note that some information is exempt from this under regulatory requirements. The Data Protection Officer can give you more information about this.

## Your Data Rights

The Data Protection Act 2018 give the Data Subject, you, greater power over your personal data. The act allows you to:

- View all data an organisation hold about you
- Request that it is updated
- Request it's erasure

You can exercise your rights by emailing us at: [dataprotection@raisingyouth.co.uk](mailto:dataprotection@raisingyouth.co.uk)

## How to Complain

If you're unsatisfied or concerns by how we are collecting, processing and storing your data, you can complain to us by emailing us or writing to us. Email us at: [dataprotection@raisingyouth.co.uk](mailto:dataprotection@raisingyouth.co.uk) or write to us at: Raising Youth CIC, FAO Callum Thomas, Chatham, Kent, ME4 6BB

You can also report to the Information Commissioner's Office (ICO) by writing to them at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, calling them at: 0303 123 1113 or on their website at: <https://ico.org.uk/>