



PRIVACY NOTICE – EMPLOYEES AND VOLUNTEERS

Off The Record Twickenham (the Charity) is committed to protecting and respecting your privacy.

For the purposes of Data Protection legislation, the Charity is the Data Controller. This means it is in charge of personal information about you.

How do we use your information?

We process personal data relating to those we employ or engage to work at the Charity, as employees under contract, or as volunteers. If you are applying for a job or to volunteer with us, the information you are asked to provide will be set out in the application form as being necessary for us to process your request and fulfil our responsibilities and legal obligations as your employer.

The personal information that we collect may include things that can identify you such as your name and address, national insurance number, bank account details, employment contracts and remuneration details, qualifications and absence information, your next of kin/emergency contact information. It may also include categories of sensitive personal data such as ethnic group and information about your health, where this information has been shared with us.

During the recruitment process we may receive information about you from a previous employer or an educational establishment you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment or volunteer contract;
- The processing is necessary for the performance of a legal obligation to which the Charity is subject, for example our legal duty to safeguard those who use our service;
- The processing is necessary to protect the vital interests of others, i.e. to protect those who use our service from harm;
- The processing is necessary for the performance of our charitable objects which is a function in the public interest.

What is the purpose of processing this information?

We use your personal data for a number of reasons, for example:

- To process job and volunteer enquiries and expressions of interest
- To complete our recruitment process
- To process the details of your contract of employment or volunteer agreement, pay and pension, and keep a record of employment related and volunteering matters
- To deliver our services as an employer
- For our own internal administrative purposes
- For statistical purposes appropriate to our services
- To comply with relevant laws and regulations.

Do we share your information with third parties?

We disclose personal information about you to third parties with your consent, i.e. if you have asked us to provide a confidential reference for you. We will not share information about you with third parties without

your consent unless the law allows us to.

We may be required, by law, to pass on some of the personal data which we collect to:

- our local authority;
- relevant regulators

We may disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children or vulnerable adults.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

We share your details with your pension provider as appropriate in order to make sure that you pay the correct amount and maintain your entitlement to a pension.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your contract with us;
- The disclosure is necessary for the performance of a legal obligation to which the Charity is subject, for example our legal duty to safeguard those who use our service;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect those who use our service from harm;
- The disclosure is necessary for the performance of our charitable objects which is a function in the public interest.

How do we keep your information secure?

We understand the importance of keeping your personal information safe and are committed to taking all appropriate steps to prevent unauthorised access, loss or disclosure. We will use suitable physical, electronic and operational management procedures to safeguard the information we collect from you on paper, in digital format, and online. Access to your information is restricted to staff and authorised trustees. Everyone who has access is appropriately trained to manage and safeguard your information.

Keeping your information up to date?

It's important that the records that we keep are up to date. Please let us know if your details change at any time. We will ask you to update the emergency contact information that we hold about you on a regular basis.

How long do we retain personal information about you?

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Protection Policy, a copy of which you will receive as part of your induction.

What rights do I have regarding the processing of my personal information?

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;

- ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information we hold about you, please contact the OTR Manager.

If at any time you have concerns about how we are processing your personal information, please speak to the OTR Manager initially. You may also raise a concern with the Information Commissioner Officer.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Changes to this Privacy Notice

The rules and regulations around data can change, which means that our privacy notice may change too. If it does, we will let you know directly.

Policy Reviewed – September 2019