



Privacy Notice

Using Your Personal Data – Existing Employees

Introduction

This privacy notice applies to all current employees.

We are a data ‘controller’, which means we are responsible for deciding how we hold and use your personal information.

This notice explains how and why we will collect and use your personal information in the context of your employment and your rights in relation to your personal information. We may amend this notice at any time.

What we need

In this privacy notice, ‘your personal information’ means your personal data i.e. information about you from which you can be identified. The table at Appendix A lists the personal information that we may process.

It is important that your personal information is accurate and up to date. Please inform us if your personal information changes at any time.

Why we need it

We may process your personal information during and after your engagement with us. This may include collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it.

In general, we process your personal information to enable us to carry out the tasks listed at Appendix B.

What we do with it

We will hold your personal information securely, whether in paper or electronic format. We may share your information with other relevant organisations, for example Scottish Government

In general, we process your personal information for the reasons, and on the legal grounds set out in the table at Appendix C, and also to:

- Retain records relating to the recruitment process;
- Establish, exercise or defend legal claims;
- Comply with the law or requirements of our regulator, such as the SIC, ICO and SPSO; and / or
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency).

We may share your personal information with the following third parties where we have a legal basis to do so:

- Health professionals and occupational health providers
- Our professional advisors.
- Bodies responsible for processing your pay and pension

How long we keep it

We will hold your information for no longer than is necessary. The timescales involved are explained in our [Records Management Policy](#). This can be viewed on our website or The Pulse (intranet). We take steps to ensure that we comply with the policy.

What are your rights?

You have the right to request to view the personal information we hold about you. If you believe we hold information that is incorrect, you can ask for this to be corrected or deleted. In addition you have the following rights:

- the right to have your data corrected if it is wrong or incomplete
- the right to request restrictions to the processing of your data
- the right to object to your data being processed
- the right to have your data erased
- the right to be informed about how your data is processed
- rights relating to automated decision making and data portability

If you are not satisfied with our response, or believe that we are not processing your data in accordance with the law, you can complain to the Information Commissioner's Office (ICO):

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 54 57 45

If you have any questions about this privacy notice or how we handle your personal information please contact the Data Protection Officer or the HR department.

Please contact our data protection officer / HR department if you require more information on these rights, or wish to exercise any of them.

ACKNOWLEDGEMENT OF RECEIPT

You confirm that you have read and understood this Employee Privacy Notice.

NAME		Signature	
Date			

Appendix A: Your Information

- Name
- Address
- Date of Birth
- Completed Application Form
- Qualifications
- Health Records
- Vetting Details
- Passport Details
- References
- Work Permit
- CCTV Images
- Appraisals
- Annual Leave
- Other Leave
- Discipline/Grievance
- Tax/NI
- Bank Account
- Driving Licence
- Sickness Absence Reports
- Occupational Health Reports
- Salary Sacrifice Information
- Staff Photograph
- Emergency Contact Information (name, address and telephone)

Appendix B: Why We Process Your Information

- Make a decision about your recruitment or appointment, including assessing your skills, qualifications and suitability for the work;
- Carry out background and reference checks, where applicable;
- Determine the terms on which you work for us and advise you of these;
- Check you are legally entitled to work in the UK;
- Contact you;
- Administer our contract with you and ensure compliance with the terms of your contract;
- Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility) and, if applicable, deduct tax and national insurance;
- Carry out business management and planning, including accounting and auditing;
- Manage performance and conduct;
- Make decisions about salary and compensation;
- Conduct disciplinary and grievance proceedings;
- Assess qualifications and suitability for a job or task, including promotion decisions;
- Manage flexible working applications;
- Make decisions about continued employment or engagement;
- Make arrangements for the termination of our working relationship;
- Manage sickness absence; assess your fitness to work; and consider disability status and reasonable adjustments for disabled workers;
- Manage requests for time off work (including but not limited to time off for antenatal appointments; maternity, paternity, adoption, parental and/or shared parental leave; time off for dependants; trade union duties, and/or bereavement);
- Carry out education, training and development;
- Comply with gender pay gap reporting obligations;
- Monitor your use of our IT and communications systems;
- Prevent and detect crime and ensure a safe work environment;
- Carry out equal opportunities monitoring;
- Comply with health and safety obligations;
- Maintain records of your working time, holidays, and working time opt-out agreements;
- Inform your contacts in the event of sickness, accident or other emergency;
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency);
- For business promotion;
- To understand employee attrition rates;
- To provide a reference regarding you;
- To establish, exercise or defend legal claims;
- To comply with the law or requirements of a regulator.

Appendix C: Our Legal Basis for Processing Your Information

(a) **Consent**

Where we can obtain clear consent from you to process your personal data for a specific purpose we will do so, however there are occasions where this will not apply.

(b) **Contract**

In the majority of cases we will process your information for the purposes of your employment contract with us, or because you have asked us to take specific steps before entering into a contract.

(c) **Legal obligation**

We may process your information because the processing is necessary for us to comply with the law.

(d) **Legitimate interests**

The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.