



The Apuldram Centre Employee, Volunteer and Trustee Privacy Notice

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, and in the case of employees, after your employment 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'), as well as the privacy notice on our website and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. Who Collects the Information

The Apuldram Centre is a 'Data Controller' and gathers and uses certain information about you.

2. Data Protection Principles

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

3. About The Information We Collect and Hold

a. What Information

Please see **Appendix A - What Information We Collect and Hold** which highlights what data we collect and hold for your role with the charity.

b. How We Collect the Information

We may collect the appropriate information relative to your role from you, your personnel records, your doctors, from medical and occupational health professionals we engage, the DBS, other employees, consultants and other professionals we may engage, e.g. to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure, monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV, communications systems, remote access systems, email and instant messaging systems, social media, Internet facilities, telephones, voicemail, mobile phone records.

c. Why We Collect the Information and How We Use It

We will typically collect and use this information relative to your role for the following purposes:

- for the performance of a contract/agreement with you, or to take steps to enter into a contract/agreement.
- for compliance with a legal obligation (e.g. our obligations to you as under employment protection and health safety legislation, and under statutory codes of practice, such as those issued by ACAS).
- for the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms.

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

For employees, further information on the monitoring we undertake in the workplace and how we do this is available in our Employee/Staff Handbook.

d. How We May Share the Information

We may also need to share some of the above categories of personal information with other parties, such as external contractors and our professional advisers and with potential purchasers of some or all our business or on a restructuring. 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, or as required to comply with the law.

4. Where Information May Be Held

Information may be held at our offices, third party agencies, service providers, representatives and agents as described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold, including those measures detailed in The Apuldram Centre Information Security policy.

5. 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. Further details on this are available in The Apuldram Centre Document Retention policy.

6. Your Rights to Correct and Access Your Information and to Ask for It to Be Erased

Please contact our Data Protection Officer (DPO), Rory Massey, if (in accordance with applicable law) 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 our DPO for some (but not all) of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our DPO will provide you with further information about the right to be forgotten, if you ask for it.

7. 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 business 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.

8. How to Complain

We hope that our DPO can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Appendix A – What Information We Collect and Hold

Employee	Volunteer	Trustee
<ul style="list-style-type: none"> • Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, address, relationship and home and mobile phone numbers). • Information collected during the recruitment process that we retain during your employment. • Employment contract information. • Details of salary and benefits, bank/building society, National Insurance and tax information, your age and date of birth. • GP contact details and any medical information you have provided. • Your nationality and immigration status and right to work information from related documents, such as your passport or other identification and immigration information. • Your driving licence and car insurance details and business travel information. • Details of your stakeholder pension arrangements. • Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health). • Criminal records information, including the results of Disclosure and Barring Service (DBS) checks. • Information on grievances raised by or involving you. • Information on conduct and/or other disciplinary issues involving you. • Details of your appraisals, supervision and performance reviews. • Details of your training courses and certificates. • Display Screen Equipment (DSE) assessments. 	<ul style="list-style-type: none"> • Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, address, relationship, home, work and mobile phone numbers). • Your Date of Birth. • GP contact details and any medical information you have provided. • Criminal records information, including the results of Disclosure and Barring Service (DBS) checks. • Details of any training courses you may attend. • Details of your time and attendance records. • Details of any accidents at the Apuldram Centre. • General correspondence exchanges. • Photographs, articles and biographic information. 	<ul style="list-style-type: none"> • Your name, contact details (i.e. address, home and mobile phone numbers, email address) • Any references and fit and proper person details. • An audit of your skill sets. • Your Date of Birth. • Registration of interest and consent forms. • Criminal records information, including the results of Disclosure and Barring Service (DBS) checks and any associated risk assessment. • General correspondence exchanges. • Photographs, images, articles and biographic information. • Any organised event information, such as payment details or food dietary and allergy details.

<ul style="list-style-type: none">• Details of your performance management/improvement plans (if any).• Details of your time and attendance records.• Details of your expenses.• Details of any accidents or incidents at work.• Maternity and Paternity information.• Information in applications you make for other positions within our organisation.• General correspondence exchanges.• Photographs, articles and biographic information.• Information about your use of our IT, communication and other systems, and other monitoring information.• Details of your use of business-related social media, such as LinkedIn.• 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).• Details in references about you that we give to others.• Details of your termination of employment.		
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