


PRIVACY NOTICE FOR EMPLOYEES

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REVIEWED BY	Registered Manager (MP)	
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Privacy Notice for Employees

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

- Data Protection Principles:** Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:
 - processing is fair, lawful and transparent
 - data is collected for specific, explicit, and legitimate purposes
 - data collected is adequate, relevant and limited to what is necessary for the purposes of processing
 - data is kept accurate and up to date, data which is found to be inaccurate will be rectified or erased without delay
 - data is not kept for longer than is necessary for its given purpose
 - data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- Types of Data Held:** We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold some of the data within our computer systems. Specifically, we hold the following types of data:

Data / Information we hold on You	Lawful Basis	Who Provided the Information / Data	Retention Period	Who we Share your Data with
Personal Details (<i>full name, 5 years address history, telephone number(s), e-mail address, social media information</i>)	Legal Obligation (<i>for criminal check and ensure safety of service users</i>)	You	Records are archived and kept safe for 3 years after the date of last entry, after which hard / paper copies are cross shredded and digital	<ul style="list-style-type: none"> 🟢 DBS check 🟢 Payroll 🟢 HMRC 🟢 Pension Scheme 🟢 CQC 🟢 Immigration
Name and contact details of your next of kin	Vital interests	You		Emergency services such as ambulance, police, etc.
Name and contact details of your GP	Vital interests	You		Not shared, unless there are legally required to provide information for equality purposes
Gender, marital status, disability	Legal obligation (<i>equality</i>)	You		

Children and child care	Legal obligations (<i>to determine reasonable adjustments</i>)	You	copies are deleted	HMRC, payroll
Health and medical condition, including vaccinations	Legal obligations (<i>fitness for work</i>)	You		Emergency services such as ambulance or for the prevention of infection
Your photograph	Legitimate Interests	You		<ul style="list-style-type: none"> 🟢 for your file 🟢 for ID badge 🟢 for your locker 🟢 some marketing purposes with a consent
Copies of ID (<i>such as passport, ID card, driving licence</i>)	Legal obligation (<i>for DBS checks and immigration / right to work purposes</i>)	You	Records are archived and kept safe for 3 years after the date of last entry, after which hard / paper copies are cross shredded and digital copies are deleted	<ul style="list-style-type: none"> 🟢 for DBS / criminal checks 🟢 for immigration / the right to work / UK Border Agency 🟢 CQC 🟢 NMDS - SC
Right to work in the UK / immigration / sponsorship licence	Legal obligation	You and / or us / the employer		CQC
Criminal convictions / DBS records	Legal obligation	Obtained by the employer		CQC
Special categories of data (<i>race, ethnic origin, sex life, sexual orientation, religion, genetic and biometric data</i>)	Legal obligation (<i>equality and non-discrimination</i>)	You		NMDS – SC and if there is legally required to provide information for equality purposes
Information gathered via recruitment (<i>such as data provided by you on your CV, application form, cover letter, interview notes</i>)	Legal obligation (<i>robust recruitment procedures</i>)	You		CQC
Minimum 2 references from previous employers	Legal obligation	You and obtained by the employer		CQC
Details and evidence on education, professional training, employment history, professional organisations membership such as NMC	Legal obligation (<i>robust recruitment procedures</i>)	You and verified by the employer		<ul style="list-style-type: none"> 🟢 CQC 🟢 NMDS - SC
National Insurance Number	Legal Obligation (<i>HMRC</i>)	You	6 years	<ul style="list-style-type: none"> 🟢 HMRC 🟢 payroll 🟢 CQC 🟢 NMDS – SC
Tax Code	Legal Obligation (<i>HMRC</i>)	You	6years	<ul style="list-style-type: none"> 🟢 HMRC 🟢 payroll

Information related to your employment with us	Job title and job description	Performance of Contract	Both parties: you and employer	3 years	<ul style="list-style-type: none"> ➤ Payroll ➤ CQC ➤ NMDS - SC
	Financial (<i>Your rate of pay / hours worked / payroll / pension / benefits, SMP, SSP, SPP, certificates, timesheets</i>)	Legal Obligation (HMRC)	Both parties agreed: you and employer	6 years, for pension: 6 years after the ending of any benefit payable	<ul style="list-style-type: none"> ➤ Payroll ➤ HMRC ➤ Pension company ➤ NMDS – SC ➤ CQC
	Terms and conditions of employment / contract	Performance of Contract	Both parties agreed: you and employer	3 years	Not shared, unless there is a tribunal dispute and lawyers may be involved or other third party
	Internal and external training undertaken	Legal Obligation	Both parties agreed: you and employer		<ul style="list-style-type: none"> ➤ CQC ➤ NMDS - SC
	Information on sickness absence, family leave	Performance of Contract	Both parties agreed: you and employer	3 years	Payroll
	Information on annual leave	Performance of Contract	Both parties agreed: you and employer	6 years	Payroll
Details of formal and informal proceedings (<i>such as letters of concern, disciplinary and grievance proceedings, appraisal and supervision records and agreed personal development plans</i>)	Legal obligation	Both parties agreed: you and employer, as well as a third party or other organisations involved	3 years	CQC or if a formal dispute, with lawyers or other third party, ACAS	
Feedback	Legal obligation	You	About 12 months	Feedback is anonymised and evaluated results are shared with residents, their representatives and CQC	
Duty rotas	Legal obligation	Manager / deputy manager	4 years	All staff and CQC	
IT equipment use, including telephone and internet access	Legitimate Interests	Manager	Cancel straight away when employment is terminated	Not shared	

3. Failure to Provide Data: Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

4. **Protecting Your Data:** We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.
5. **Employee Rights:** You have the following rights in relation to the personal data we hold on you:
 - a) the right to be informed about the data we hold on you and what we do with it;
 - b) the right of access to the data we hold on you.
 - c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
 - d) the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
 - e) the right to restrict the processing of the data;
 - f) the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
 - g) the right to object to the inclusion of any information;
 - h) the right to regulate any automated decision-making and profiling of personal data.
1. **Consent:** Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.
2. **Making A Complaint:** If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.
3. **Data Protection Compliance:** alternatively, you can inform the manager either verbally or in writing to Mariana, Bendigo Nursing Home, 22 Arundel Road, Eastbourne, BN21 2EL; mariana@kindcare.co.uk