

## **EMPLOYEE AND JOB APPLICANTS PRIVACY NOTICE**

Thames Hospice collects, stores and processes personal information about prospective, current and former staff including applicants, employees, (and former employees) and workers to manage the employment relationship. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information do we collect?**

We collect and process a range of information. This includes:

- Name, address and contact details, including email address and telephone number, date of birth and gender.
- The terms and conditions of employment.
- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and any references received.
- Information about remuneration, including entitlement to benefits such as pensions or insurance cover.
- Details of bank accounts and national insurance numbers.
- Information about marital status, next of kin, dependants and emergency contacts.
- Information about nationality and entitlement to work in the UK.
- Information about any criminal records
- Details of days of work and working hours and attendance at work.
- Details of periods of leave, including holiday, sickness absence, and other leave and the reasons for the leave.
- Details of any disciplinary or grievance procedures, including any warnings issued and related correspondence.
- Assessments of performance, including appraisals, performance reviews, training, performance improvement plans and related correspondence.
- Information about medical or health conditions, including disabilities for which we need to make reasonable adjustments.
- Equal opportunities monitoring information, including information about ethnic origin, sexual orientation, health and religion or belief.

We collect this information in a variety of ways. For example, data is collected through application forms or CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

In some cases and with your consent we collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks where applicable and permitted by law.

Data is stored in a range of different places, including in your personnel file and in our HR management systems

### **Why do we process personal data?**

We need to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension and insurance entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in

the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- Run recruitment processes.
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights.
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace.
- Operate and keep a record of employee performance and related processes.
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled.
- Obtain occupational health advice, to ensure that we comply with our duties in relation to individuals with disabilities, meet our obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled.
- Operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that we comply with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- Ensure effective general HR and business administration.
- Provide references on request for current or former employees.
- Maintain and promote equality in the workplace.
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Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, are processed for the purposes of equal opportunities monitoring. Data that we use for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

You have some obligations under your employment contract to provide us with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements of fair and lawful processing can be met.

## **Who has access to data?**

Your information will be shared internally, including with members of the HR team and Finance and is controlled and only available on a need to know basis. All staff receive training on the principles of data protection and information security.

We will not forward your personal details to a third party organisation without your consent. Please be assured that any third party organisations that we use/ or have a contract with will not pass on any personal data that we share with them, and we ensure that any third party we use has appropriate data security policy in place.

## **How do we protect data?**

We take the security of your data seriously. We have security procedures and rules to protect your data. Your data will be kept in a secure environment and only accessed by employees in the performance of their duties.

## **How do you update your data?**

We want to make sure that your personal data is accurate and up to date. Please let us know of your details change.

Human Resources, Thames Hospice, Pine Lodge, Hatch Lane, Windsor SL4 3RW, or via e-mail [hroffice@thameshospice.org.uk](mailto:hroffice@thameshospice.org.uk)

## **For how long do we keep data?**

We do not keep your data for longer than is necessary for the purposes for which it is processed. We will retain personal data for the minimum period required by legislation, or national guidance provided by statutory authorities. When no longer required for day to day processing, personal information will be archived, either electronically or if in hard copy, stored in a secure archive held offsite and then destroyed when the retention period has ceased.

Your rights

- As a data subject, you have a number of rights. You can:
- Ask to be informed why, where and how we use your information.
- Ask for access to your information.
- Ask for your information to be corrected if it is inaccurate or incomplete.
- Ask for your information to be deleted or removed where there is no need for us to continue processing it.
- Ask to restrict the use of your information.
- Ask to copy or transfer your information from IT system to another in a safe and secure way.
- Object to how your information is used.
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For more information, please contact Juliana Luxton at [dataprotectionofficer@thameshospice.org.uk](mailto:dataprotectionofficer@thameshospice.org.uk)

If you believe that Thames Hospice has not complied with your data protection rights, you can complain to the Information Commissioner.

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

Fax: 01625 524 510

If you have any questions about this Privacy Notice please contact Juliana Luxton at [dataprotectionofficer@thameshosice.org.uk](mailto:dataprotectionofficer@thameshosice.org.uk)

If you have any queries about this privacy statement please contact the Thames Hospice Data Protection Lead on 01753 848955. You can see more about what Thames Hospice does with records in our general Privacy Statement, which you can find at: <https://www.thameshospice.org.uk/privacy-and-patient-information>