

Talbot House Children's Charity Privacy Notice - Staff

This Privacy Notice – Staff (inc. Volunteers, Agency Staff, Workers etc.) tells you what to expect us to do with your personal information when you work for us.

Contact details:

Talbot House Children's Charity

Hexham Road

Walbottle

Newcastle upon Tyne

NE15 8HW

Telephone number: 01912290111

Email: office@talbothousecc.org.uk or hr@talbothousecc.org.uk

1. What information we collect and use, and why.

Staff recruitment, administration and management:

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Marital status
- Next of kin or emergency contact details
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS checks)
- Political, conflict of interest or gift declarations
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- CCTV images

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We also collect the following information for staff recruitment, administration and management:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Genetic information
- Health information
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent
- Contract
- Legal obligation
- Salaries and pensions

We collect or use the following personal information as part of managing salaries and pensions:

- Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (e.g. timesheets or clocking in and out)
- Expenses, overtime or other payments claimed
- Leave (e.g. sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status

We also collect the following information for managing salaries and pensions:

- Racial or ethnic origin
- Genetic information

Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:

- Consent
- Legal obligation
- Staff health and wellbeing

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We collect or use the following personal information for managing staff health and wellbeing:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (e.g. Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments
- Protected Characteristics (as defined by the Equality Act)

We also collect the following information for managing staff health and wellbeing:

- Genetic information
- Health information

Our lawful bases for collecting or using personal information as part of managing staff health and wellbeing are:

- Consent
- Legal obligation

2. Where we get personal information from.

We collect your information from the following places:

- From staff members or volunteers directly
- Employment agency
- Schools, colleges, universities or other education organisations
- Referees (external or internal)
- Occupational Health and other health providers
- Pension administrators or government departments (e.g. HMRC and DWP)
- Staff benefit providers
- Public sources (e.g. LinkedIn or other websites)
- CCTV images (from your landlord's or your own CCTV systems)
- DBS information

3. How long we keep information.

We retain staff files (employee files) for a period of six years after a staff member leaves (safeguarding information may be retained for a longer period) and unsuccessful applicant details for a period of 6 months.

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4. Who we share information with.

In some circumstances, we may share information with the following organisations:

- Training suppliers
- HMRC
- Employee benefit schemes
- Health and benefit suppliers
- External auditors
- Data processors

5. We use the following data processors for the following reasons:

Sage HR and Sage Payroll

This data processor does the following activities for us: Employee Information System and Payroll Provider.

Royal London, The Teachers Pension, The Pension Trust, other pension provides

This data processor does the following activities for us: Pension Providers.

CPOMs and SIMs

This data processor does the following activities for us: School Safeguarding Records and School Attendance Records.

ITPS

This data processor does the following activities for us: IT and Telephone Provider.

Unum (Help@Hand)

This data processor does the following activities for us: Death in Service and Employee Assist Programme (EAP).

U Check

This data processor does the following activities for us: DBS Providers.

Wix and Social Media Platforms

This data processor does the following activities for us: Website and Social Media Posts.

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6. Your data protection rights.

Under data protection law, you have rights including:

Your right of access	You have the right to ask us for copies of your personal data.
Your right to rectification	You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure	You have the right to ask us to erase your personal data in certain circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal data in certain circumstances.
Your right to object to processing	You have the right to object to the processing of your personal data in certain circumstances.
Your right to data portability	You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
Your right to withdraw consent	When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

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7. How to complain.

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

8. Review.

The HR Manager is responsible for reviewing this Privacy Notice from time to time.