

ORG 17 Employee Privacy Policy

Version 1.0

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1.0 Policy

- 1.1 This Employee privacy policy sets out how Peter Bedford HA uses and protects any information that you give to PBHA when you apply or during your employment.
- 1.2 PBHA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when we employ you, then you can be assured that it will only be used in accordance with this Employee Privacy Policy.
- 1.3 This policy complies with the General Data Protection Regulations 2016.
- 1.4 PBHA may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

2.0 Purpose

- 2.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- 2.2 We will comply with the 6 principles of data protection embedded in the GDPR 2016
 - Lawfulness, fairness and transparency
 - Purpose limitation
 - Data minimization
 - Accuracy
 - Storage for a limited time
 - Integrity and confidentiality
- 2.3 As the Data Controller, PBHA will be accountable and responsible for complying with the above data protection principles.

3.0 What we collect

- 3.1 We collect the following information on employees:

- To comply with Legal obligations (name, address, NI number, P45, tax, pensions, immigration status)
- To protect the vital interests of the individual (emergency contacts and next of kin)
- To carry out a task in the public interest (to pass to police or emergency services in an emergency or where a crime may have been committed, or where PBHA is carrying out a public service contracted by a public body eg supported housing contract)
- To perform obligations within a contract with you or to take steps to enter into a contract eg an employment contract, health information, bank details
- We will rely on consent to store diversity information (anonymised) and health initiatives. Information will be voluntarily given by the data subject.

3.2 We will retain CVs we receive from prospective employees for a maximum of six months.

3.3 We gather information which is proportionate and relevant on volunteers and shareholders as PBHA is a not for profit body with a philosophical aim.

3.4 We will process information where necessary for occupational health or assessing the work capability of the employee.

4.0 Controlling your personal information

4.1 You may choose to restrict the collection or use of your personal information where we ask for your consent, for instance when gathering equality information such as sexuality or ethnicity, or when taking part in voluntary health promotion activities, or receiving pay slips to your personal email address.

4.2 We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your work email address to send you promotional information about third parties which we think you may find interesting such as the Employee Assistance Programme.

4.3 You may request details of personal information which we hold about you under the General Data Protection Regulations 2016. If you would like a copy

of the information held on you please complete a Subject Access Request form found here [G:\Organisational Information\Policy\Policies\ORG21 Data Policy\Supporting Documents](#) and submit it to HR or your line manager.

- 4.4 If you believe that any information we are holding on you is incorrect or incomplete, please write to or email HR or your manager as soon as possible. We will promptly correct any information found to be incorrect.

- 4.5 All employees can access their personal information on Breathe HR, our secure HR database.