

# CHESHIRE CENTRE FOR INDEPENDENT LIVING EMPLOYMENT PRIVACY NOTICE

## *Revision History*

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## *Document Control*

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## Cheshire Centre for Independent Living Employment Privacy Notice

### 1 DATA PROTECTION PRIVACY NOTICE (EMPLOYMENT)

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 during your employment and after it 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') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### 2 WHO COLLECTS THE INFORMATION

Cheshire Centre for Independent Living's registered office is at **Sension House, Denton Drive, Northwich, Cheshire, CW97LU** and we are a company registered in England and Wales under company number **4050994**. We are registered on the Information Commissioner's Office Register registration number, and act as the **data controller/data processor**. Our designated Data Protection Officer/Appointed Person for the organisation is **[insert relevant name]**, who can be contacted at [DPO@cheshirecil.org](mailto:DPO@cheshirecil.org) or in writing to **Data Protection Officer, Sension House, Denton Drive, Northwich, Cheshire, CW97LU**

### 3 DATA PROTECTION PRINCIPLES

We will comply with the data protection principles when gathering and using personal information, as set out in our [data protection policy](#).

### 4 ABOUT THE INFORMATION WE COLLECT AND HOLD

The table set out in 10 summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in 10 with other parties, such as external contractors and our professional advisers and potential purchasers of some or all of our business or on a re-structuring. 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.

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

## **5 WHERE INFORMATION MAY BE HELD**

Information may be held at our offices, and third party agencies, service providers, representatives and agents as described above. Information may be transferred internationally to other countries around the world, including countries that do not have data protection laws equivalent to those in the UK, for the reasons 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 our [International Transfer Policy](#).

## **6 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 our [Data Retention & Erasure Policy](#).

## **7 YOUR RIGHTS TO CORRECT AND ACCESS YOUR INFORMATION AND TO ASK FOR IT TO BE ERASED**

Please contact our Data Protection Officer (DPO) Lynne Turnbull who can be contacted on [DPO@cheshirecil.org](mailto:DPO@cheshirecil.org) 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 Data Protection Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

## **8 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.

## 9 HOW TO COMPLAIN

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If you are not satisfied with their response you may contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## 10 ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name, contact details (ie address, home and mobile phone numbers, email address) and emergency contacts (ie name, relationship and home and mobile phone numbers)</b>	From you	To enter into/perform the employment contract  Legitimate interest: to maintain employment records and good employment practice	To enter into/perform the employment contract
<b>Details of salary and benefits, bank/building society, National Insurance and tax information, your age</b>	From the company and from you	To perform the employment contract including payment of salary and benefits Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To ensure you receive the correct pay and benefits Information shared with our payroll administrators Howard Worth and with HM Revenue & Customs (HMRC)
<b>Details of your spouse/partner and any dependants</b>	From you	To perform the employment contract including employment-related benefits, eg pension	To ensure you receive the correct pay and benefits Information shared with our payroll administrators Howard Worth and with HM Revenue & Customs (HMRC)

<p><b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b></p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>
<p><b>A copy of your driving licence &amp; Insurance Details</b></p>	<p>From you</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p>	<p>To ensure that you have a Valid driving licence</p> <p>To ensure you have adequate insurance to use your vehicle for work purposes</p>
<p><b>Details of your pension arrangements, and all information included in these and necessary to implement and administer them</b></p>	<p>From you, from our pension administrators Howard Worth and (where necessary) from your own pension fund administrators</p>	<p>To perform the employment contract including employment-related benefits</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To administer your pension benefits AND/OR To comply with our auto-enrolment pension obligations</p> <p>Information shared with our pension administrators Howard Worth and with HMRC</p>
<p><b>Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)</b></p>	<p>From you, from your doctors, from medical and occupational health professionals we engage.</p>	<p>To perform the employment contract including employment-related benefits</p> <p>To comply with our legal obligations</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate</p>

		<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>employment-related health and sickness benefits</p> <p>To comply with our legal obligations to you as your employer</p> <p>Information shared with your doctors, with medical and occupational health professionals we engage and employment law services provided by Ellis Whittam</p> <p>For further information, see * below</p>
<p><b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b></p>	<p>From you</p>	<p>To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)</p>	<p>To comply with our equal opportunities monitoring obligations and to follow our policies</p> <p>For further information, see * below</p>
<p><b>Criminal records information, including the results of Disclosure and Barring Service (DBS) checks</b></p>	<p>From you and the DBS</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of</p>	<p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p>

		terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty)	For further information, see * below
<b>Your trade union membership</b>	From you or your trade union	To perform the employment contract  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	For staff administration and to pay trade union premiums and register the status of a protected employee  Information shared with your trade union For further information, see * below
<b>Information on grievances raised by or involving you</b>	From you, from other employees and from consultants we may engage in relation to the grievance procedure	To perform the employment contract  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	For staff administration, to follow our policies and to deal with grievance matters  Information shared with relevant managers, HR personnel and with Ellis Whittam
<b>Information on conduct issues involving you</b>	From you, from other employees and from consultants we may engage in relation to the conduct procedure	To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with

		obligations and good employment practice, to ensure safe working practices	disciplinary and grievance matters  Information shared with relevant managers, HR personnel and with Ellis Whitham
<b>Details of your appraisals and performance reviews (known as 1 to 1's)</b>	From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process	To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters  Information shared with relevant managers, HR personnel and with Ellis Whittam
<b>Details of your performance management/improvement plans (if any)</b>	From you, from other employees and from consultants we may engage in relation to the performance review process	To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	For staff administration and assessments, to follow our policies and to monitor staff performance  Information shared with relevant managers, HR personnel and with Ellis Whittam



<p><b>Details of your time and attendance records</b></p>	<p>From you and from Electronic Case Management programs</p>	<p>To perform the employment contract</p> <p>Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences</p>	<p>For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance</p> <p>Information shared with relevant managers, HR personnel and Ellis Whittam and with our payroll administrators Howard Worth</p>
<p><b>Information regarding your work output</b></p>	<p>Electronic Case Management programs</p>	<p>To perform the employment contract</p> <p>Legitimate interests: to maintain employment records</p>	<p>For staff administration and assessments, to follow our policies and to monitor staff performance and attendance</p> <p>Information shared with relevant managers, HR personnel and with Ellis Whittam</p>
<p><b>Information in applications you make for other positions within our organisation</b></p>	<p>From you</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with</p>	<p>To process the application</p> <p>Information shared with relevant managers, HR personnel and with Ellis Whittam</p>

		legal, regulatory and corporate governance obligations and good employment practice	
<b>Information about your use of our IT, communication and other systems</b>	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records, and Electronic Case Management programs	<p>Legitimate interests:</p> <ul style="list-style-type: none"> <li>to monitor and manage staff access to our systems and facilities</li> <li>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</li> <li>to ensure our business policies, such as those concerning security and internet use, are adhered to</li> <li>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</li> <li>to ensure that commercially sensitive information is kept confidential</li> <li>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants)</li> </ul>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with Ellis Whittam</p> <p>For further information, see ** below</p>

		<p>are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>for statistical analysis</p> <p>to prevent unauthorised access and modifications to our systems</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
<p><b>Details of your use of business-related social media, such as LinkedIn</b></p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and Elis Whittam</p> <p>For further information, see ** below</p>

		<p>transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
<p><b>Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation)</b></p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>to monitor and manage staff access to our systems and facilities</p> <p>to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage</p> <p>to ensure our business policies, such as those</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and Elis Whittam</p> <p>For further information, see ** below</p>

		<p>concerning security and internet use, are adhered to</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control</p> <p>to ensure that commercially sensitive information is kept confidential</p> <p>to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with</p> <p>for security vetting and investigating complaints and allegations of criminal offences</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests</p>	
<b>Details in references about you that we give to others</b>	From your personnel records, our other employees	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with</p>	<p>To provide you with the relevant reference</p> <p>To comply with legal/regulatory obligations</p>

		legal, regulatory and corporate governance obligations and good employment practice	Information shared with relevant managers, HR personnel and the recipient(s) of the reference
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You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as, *contractual sick pay* and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

\* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our [Data Protection Policy](#) , Employees can Access this policy on the main shared area within the company’s network.

\*\* Further information on the monitoring we undertake in the workplace and how we do this is available in our [Access Control & Password Policy](#), [Asset Management Policy](#), and [Bring Your Own Device & Remote Access Policy](#), Employees can Access this policy on the main shared area within the company’s network.

### **Howard Worth Privacy statement**

Our payroll and pensions are outsourced to Howard Worth. For more information please read their Privacy Notice at <https://www.howardworth.co.uk/privacy-notice/>

### **Ellis Whittam Privacy Statement**

Our Employment Law advice is outsourced to Howard Worth. For more information please read their Privacy Notice at <https://www.elliswhittam.com/data-processing-policy>