**Hessle Road Network Staff and Volunteers Data Protection Privacy Notice**

**Introduction**

As part of the services we offer, we are required to process personal data about our staff and volunteers, and in some instances, the relatives/next of kin of our staff and volunteers. “Processing” can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about what personal data we hold about you, why we need it, and how we will use and share it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

Staff should also refer to our Privacy Notice for Recruitment about the information we hold about you, this is available on our website or from the Chief Officer.

**Who Collects the Information**

Hessle Road Network is a ‘data controller’ and gathers and uses certain information about you.

**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 contained within our Staff Handbook.

**What Data Do We Have?**

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

* For staff and volunteers, your basic details and contact information e.g., your name, address, date of birth. Plus your training records and emergency contact details of a relative/next of kin i.e., name, address and telephone number.
* For staff only your financial details e.g., details so that we can pay you, National Insurance number, insurance, pension and tax details.

We also record the following data which is classified as “special category”:

* Health data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know e.g.:
* For staff - to issue fit notes or in order for you to claim statutory maternity/paternity pay.
* For both staff and volunteers to make reasonable adjustments to ensure your work/volunteering with us meets your needs.
* For staff and volunteers, we may also, with your permission, record data about your racial or ethnic origin, sexual orientation, religious or similar beliefs.

**Why do we have this data?**

We require this data so that we can contact you, pay you (staff only) and make sure you receive the training and support you need to perform your job/volunteer role. By law, we need to have a lawful basis for processing your personal data.

We process your data because**:**

* For staff only we have a legal obligation under UK employment law.
* For staff and volunteers, we are required to do so in our performance of a public task.
* For staff and volunteers, we have a legitimate interest in processing your data – for example emergency contact details of a relative/net of kin.

We process your special category data because:

* For staff only it is necessary for us to process requests for sick pay or maternity pay.
* For staff and volunteers, we have a legitimate interest in processing your data – for example to comply with equal opportunities monitoring obligations and to follow our equalities policy.

If we request your criminal records data, it is because we have a legal obligation to do this due to the type of work/volunteering you do with us. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any).

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

**Where do we process your data?**

As your employer/volunteer organiser we need specific data. This is collected from or shared with:

1. You or your legal representative(s).
2. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms.

Third parties are organisations we have a legal reason to share your data with. These include:

* Her Majesty’s Revenue and Customs (HMRC).
* Our pension provider**.**
* Our HR Advisor.
* The Chair of our Board of Directors.
* Organisations we have a legal obligation to share information with i.e., for safeguarding
* Our insurers.
* The police or other law enforcement agencies if we have to by law or court order.
* The DBS Service
* The Local Authority

Further details of third-party organisations are available from Julie Robinson, Chief Officer.

**Where information may be held**

Information may be held at our offices and those of third-party agencies, service providers, representatives and agents as described above.

**How long we keep your** **information.**

We keep the personal information that we obtain about you for as long as is necessary for your employment/volunteering with us in line with legal requirements and in case of any potential tribunal or civic claims against us. This is usually 6 years after your employment/volunteering ceases with us. Further details on our approach to information retention and destruction are available from the Chief Officer.

**Your rights to correct and access your information and to ask for it to be** **erased.**

Please contact Julie Robinson if 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 Julie Robinson for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances. Julie Robinson will provide you with further information about the right to be forgotten, if you ask for it.

**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. Any information shared with third parties is also shared securely. 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.

**Further Information**

If you have any concerns or questions please contact Julie Robinson Chief Officer, Hessle Road Network. If Julie Robinson is unavailable, please contact Michelle Wilson. We hope that they can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at https://ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.