

## Privacy Statement – Employees

### **Data controller: St Richard's Hospice, Wildwood Drive, Worcester WR5 2QT**

In order to manage the employment relationship, it is necessary for the Hospice to collect and process your personal data.

This data is collected in a variety of ways including application forms, identity documents, through interviews and forms completed by you at the start of or during your employment.

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

During the course of your employment, a range of information will be processed including:

- Your name, address, contact details, date of birth and gender
- The terms and conditions of your employment
- Details of your qualifications, skills, training and employment history with the Hospice and your previous employers
- Information about your pay and benefits
- Details of your bank account and national insurance number
- Information about your emergency contacts
- Information about your nationality and eligibility to work in the United Kingdom
- Information about your criminal record
- Details of your working hours and timesheets
- Details of leave including holidays, sickness, maternity and paternity leave etc.
- Details of any disciplinary and grievance procedures during the course of your employment
- Assessments of performance including IPRs any performance improvement plans and related correspondence
- Information about medical or health conditions including whether you have a disability for which we need to make reasonable adjustments

### **CCTV**

CCTV is used in our shops, warehouse and at the hospice at Wildwood Drive. CCTV is used for the purposes of crime prevention and the protection of staff and would be viewed only by exception in relation to any incident involving staff, patients, relatives, visitors or volunteers. Access to view is restricted to key individuals.

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

We need to process data to enter into an employment contract with you and to fulfil our obligations under that contract, for example, to pay you and administer benefits. In some cases we need to process data to comply with legal obligations. It is a legal requirement to check employees' entitlement to work in the United Kingdom, to deduct tax and to enable employees to take periods of annual leave, for example. In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship.

Some special categories of personal data such as information about health is processed to carry out employment law obligations such as those in relation to making reasonable adjustments for employees with disabilities.

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

Your information will be shared internally with members of the HR team, your line manager and the Finance team (for payroll purposes), if access to the data is necessary for the performance of their roles.

The organisation will need to share your data with third parties in order to obtain pre-employment references and background checks including the Disclosure and Barring Service to obtain necessary criminal records checks. We will also need to share your data with third parties for the provision of pensions, benefits and occupational health services as well as training providers. If your data is transferred to countries outside of the European Economic Union we will ensure that the relevant safeguards are in place.

### **How does the Hospice protect data?**

The Hospice takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Your information will be held securely and will only be accessed by those who have a legitimate reason for obtaining the information.

### **How long does the Hospice keep data?**

Personal data gathered during the course of your employment will be retained for 6 years after your leaving date. After that time your personnel files will be destroyed and we will keep a summary sheet detailing dates of your employment only.

### **What if you do not provide personal data?**

Information such as contact details, right to work in the UK and payment details have to be provided to enable us to enter a contract of employment with you. Your contract of employment obliges you to provide data such as reporting absences from work and to provide information about disciplinary or other matters. You may also have to provide us with data in order to exercise your statutory rights such as in relation to statutory leave entitlements. If you do not provide this information, our ability to administer the rights and obligations arising from your contract of employment will be hindered and you may be unable to exercise your statutory rights.