

# Privacy Notice

## Staff



### What is the purpose of this document?

This Privacy Notice sets out how we handle and use personal data that we collect about you. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to George House Trust and where we refer to 'you' or 'your' we are referring to you as a member of staff.

George House Trust collects and processes personal data about you during and after your relationship with us in order to manage that relationship. We are committed to being transparent about how we collect and use your data to meet our obligations under the General Data Protection Regulation (GDPR). We understand our obligations to help you understand how and why we process your personal data.

This Notice tells you about these uses and should be read in conjunction with the Privacy Policy.

George House Trust is registered with the Information Commissioner's Office (ICO) with registration number Z2788095.

We will process the personal data you provide for our legitimate charitable interests and to meet various legal and practical purposes, without which we would be unable to employ you. We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

### What personal data do we collect and how is it used?

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Data we collect	What we use it for
Names, addresses, telephone numbers, email addresses	To fulfil our contract with you as an employee. Without this we would be unable to fulfil our obligations which could result in your contract of employment being terminated
Information submitted at the point of application for employment including: details of your education, qualifications and publications; and details of career and previous employment	To build a picture of your skills, experience and interests in order to assess your suitability against a specified job description

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Data we collect	What we use it for
References, Disclosure and Barring Service (DBS), criminal conviction information	To assess your suitability against a specified job description
Your visa requirements; copies of passports, visas, and other documents required to ensure.	To ensure compliance with Home Office requirements
Information on special requirements including health or medical conditions	To assess your suitability against specified job description; to carry out our legal duties (eg to ensure Health and Safety)
Gender, sexual orientation, gender identity, preferred pronoun, preferred name, ethnicity, country of origin, first language, immigration status	For statistical data analysis, reporting, and service development
Information relating to your ongoing employment including: your contract of employment; performance reviews; disciplinary, grievance; accidents at work; training provided and attendance records	To fulfil our contract with you as an employee and improve your employment experience with us; issuing references with your consent or at your request
Information related to the prevention and detection of crime and the safety of staff and service users including, but not limited to, CCTV recording	To carry out our legal duties (eg to ensure Health and Safety)
Photographs and images of you related to your employment	For Marketing purposes, including images, online, on the website, in print and on social media (with your consent), for key card access and ID badges
Emergency contact details	In case of an emergency
IP Addresses	As an extra cyber security measure, we may log the IP address of the computer used to email us a contact form as part of our registration process. This type of data does not normally identify an individual in the UK.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

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Where you do not provide certain information when requested, this may put your employment with us at risk or we may be prevented from meeting our legal obligations (such as to ensure your health and safety, safeguarding).

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **How is your personal data collected?**

We collect information through our recruitment and selection process (on application forms, and at interview) either directly from you, from the references you will be asked to provide or from regulatory bodies, where it is relevant, such as the DBS. We may also collect additional information from third parties including business and social media searches such as LinkedIn or Facebook. We may collect personal data in the course of your employment with us.

### **How we use particularly sensitive personal data**

We do not need your consent if we use special categories of your personal data to carry out our legal obligations. In limited circumstances we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. For example, you may share with us a health condition which you believe it is important for us to be aware of.

### **Automated Decision Making**

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

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

Your personal data may be shared internally with relevant members of staff, including Trustees, who legitimately need the information to carry out their role in supporting your employment with us, for example for Health and Safety compliance, insurances or complaint investigations.

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We endeavour to ensure that sensitive personal data is only shared with colleagues with your explicit consent.

We may have to share your data with third parties, including our payroll, pensions, and banking providers. Data may also be shared with other third-party service providers, for example in connection with supporting our Customer Relationship Management (CRM) system and IT network (including remote support) and professional advisers where necessary, who may be party to confidential discussions related to an individual.

With your permission we may share information about you for publicity and marketing purposes online, in print and on social media.

We require third parties to respect the security of your data and treat it in accordance with the law. We will share your information with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest. All our third party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

### Data Security

George House Trust takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed or amended, misused or disclosed, or subject to unauthorised access. Where necessary, we implement appropriate network access controls, user permissions and encryption to protect data.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting or reporting requirements.

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Details of retention periods, archiving and destruction policies for different aspects of your personal data are available in our Records Retention Policy which is available from the person responsible for data protection.

### Your legal rights

As a data subject, you have a number of rights, details of which can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent at any time, however this may put your ongoing employment at risk.

If you make changes to your consent, records will be updated as soon as we possibly can. Once confirmed, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law.

If you believe that George House Trust has not complied with your data protection rights, you can complain to the Information Commissioner (ICO).

### Accessing your data

You have a right to access your personal data and to have any inaccuracies corrected. There is no fee to pay for accessing personal data. However, if it is believed that the request is unfounded, or excessive, a reasonable charge may be made or a refusal to comply with the request given.

Where an individual wishes to exercise these rights, they may need to prove their identity. This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it. Any request will receive a response within 30 calendar days.

Individuals also have the right to request that personal data is erased; to object to the processing of their personal data and for a restriction on processing their personal data. Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of working at George House Trust and date of birth) to ensure we do not contact you inadvertently in future, and to maintain your record for archive purposes. We may also need to retain some financial records about you for statutory purposes (e.g. accounting matters). It should be noted erasure of your personal data may mean we are unable to respond to any information requests such as reference requests.

Any requests for changes to consent, erasure, objections to process of personal data or for a restriction on processing personal data will receive a response within 30 calendar days.

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### Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

### Queries and Further Information

George House Trust (75-77 Ardwick Green North, Manchester, M12 6FX) is the Data Controller.

For any queries, please email George House Trust at [mydata@ght.org.uk](mailto:mydata@ght.org.uk).