

Trafalgar Housing Association Limited

Employee Privacy Notice

(How we use your personal information)

This notice explains what personal data we collect, when we collect it and how we use it. During the course of our activities and your employment with us we will process your personal data (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Trafalgar Housing Association Limited is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to the Data Protection Act 2018 (the 2018 Act) and the UK General Data Protection, together with any domestic laws subsequently enacted. We will collect and process your personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z4718035 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer (DPO) is:

RGDP LLP
Level 2, One Edinburgh Key
133 Fountainbridge
Edinburgh
EH3 9QG

Tel: 0131 222 3239
Email: info@rgdp.co.uk

Any questions relating to this Privacy Notice or our data protection practices should be sent to the Director.

We collect personal data from you and trusted third parties such as employment agencies and pensions services. This personal data includes, but is not necessarily limited to, the following:

- Name
- Date of Birth
- Marital Status
- Next of Kin
- Nationality
- Entitlement to work in UK
- Dependants' details
- Address
- Telephone Number
- E-mail address
- NI number

- Details of your Bank Account
- The terms and conditions of your employment
- Personal characteristics such as gender and ethnic group
- Qualifications/ skills/ experience
- Absence information i.e. fit notes/ Self Certificates
- Emergency Contact Details
- Employment History
- Doctors details and any details of any allergies
- Passport details
- Driving Licence details
- Vehicle Enquiry notice
- Driver declaration
- Information about your criminal record
- Details of leave taken e.g. holiday, sickness absence, family leave and sabbaticals and the reasons for leave
- Work Schedule and attendance at work/ time recording
- Membership of Trade Union
- PVG checks/ disclosures
- Hospital appointment records

We collect and use the above information and personal data for:

- Administration of contracts of employment
- Processing/Payment of salaries
- Recruitment and selection
- Pensions and associated benefits
- Employee Development Scheme
- Training and Development
- Membership of professional bodies
- Health and Safety
- Equal Opportunities monitoring
- Disciplinary and Grievance procedures
- Making reasonable adjustments if you have a disability
- PVG checks
- Flexible working applications

The legal basis that we use for processing your personal data is Contract. For processing special category personal data, the legal basis we use is Employment.

We may disclose to and share your personal data with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments to HMRC;
- To allow TPT Retirement Solutions to process pensions information and handle your pension;
- To allow electronic payslips to be produced and issued to you;
- To pay your Trade Union membership dues;
- When we grant third parties controlled access to our electronic network;
- To obtain employment related legal advice;
- To DWP, HMRC and other such third parties;
- To our Auditor to carry out our annual audit;

- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Your information will only be stored within the UK or EEA.

When we process your personal data, we will take steps to make sure that it is kept secure and safe. All employee data which is stored electronically is access controlled or digitally encrypted. Where a physical copy of any data is stored, it is stored in a locked filing cabinet or drawer.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in the contract we have with you.

You have rights in relation to your personal data and can ask us for the following:

- To access information about the personal data we are processing and to obtain a copy of it;
- To change incorrect or incomplete data;
- To erase or stop processing your data (in certain circumstances);
- To stop sending you marketing messages; and
- To object to certain processing activities.

These rights are qualified and are not absolute.

If you would like to exercise any of your rights, please contact the Director.

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

This document was issued in July 2022 and will be reviewed in July 2024.