

Privacy Notice – Employees

In order to employ you CrossReach needs to gather, process and store personal information about you. For more information on the various types of processes and procedures please see the Policy and Procedures guides located in the General drive, the staff area of the website or the policy folder within the Service.

What information is collected and why?

The information we gather is used for management and administrative purposes only. Much of the information we hold will have been provided by you at recruitment stage or through regular processes and procedures such as PQDP, but some may also come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, and, where appropriate, disciplinary and grievance and attendance management records.

What will we do with the information?

We will keep and use this information to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately, while you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the organisation and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay entitlements.

Sharing information

In many circumstances we will not disclose personal data without consent. However there may be occasions where it may be appropriate for us to inform an external body such as the Scottish Social Services Council, a local authority, social work department, the police or relevant others.

We will only disclose information about you to third parties if we have a genuine requirement to do so.

Below is a list of third parties we may provide information to.

Legal & General

Pension

Relevant information about you will be provided to Legal & General, the administrators of our pension scheme. You will be auto-enrolled into the scheme and your name, date of birth and payroll number will be sent to Legal & General. You will then be sent paperwork and you may then provide them with additional personal information which will be confidential between yourself and Legal and General.

Death in Service Benefit

CrossReach provides life assurance known as Death in Service Benefit of three times salary up until age 74 for all employees.(excluding those on relief contracts). Legal & General are the providers of this service. We will send them details including your name, start date and salary. You will be provided with a Death in Service Nomination form which asks for information on your Trustee.

Here is a link to the Legal & General Privacy Policy:

<https://www.legalandgeneral.com/privacy-policy/>

Westfield Health

CrossReach makes contributions for all employees (excluding those on relief contracts) to be members of a health benefit scheme provided by Westfield Health. We will share with them your name, address, date you enter the scheme and your NI number.

Here is a link to their privacy policy:

<https://www.westfieldhealth.com/about-us/legal/privacy-policy>

MediGold Health

MediGold provide our occupational health service. If an occupational health assessment is required, CrossReach will refer you to MediGold Health. We will provide them with details such as your name, age, job title, date of absence and the reason for your absence.

Here is a link to their privacy policy:

<http://www.medigold-health.com/Home/FairProcessingNotice>

LearnPro

LearnPro provide online training for CrossReach. You may be asked to complete eLearning training courses, we will send them your name and employee number. They will hold the e-learning you have completed along with tests and your answers.

How long do we keep information for?

We will not hold information for longer than necessary. Retention periods for employee personal information have been developed in line with statutory, legal and business

requirements. Therefore retention periods vary depending on the type of record. You can see a comprehensive list of employee record types and retention periods on the HROD Records Retention Schedule located on the General Drive and on the staff intranet.

Your rights

Under the EU General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you. This includes the right to access your personal information, to object to the processing of your personal information, to rectify, to erase and/or to restrict processing of your personal information. It should be noted that there may be legal or other reasons why we need to retain or continue processing your information. This would be fully discussed if relevant.

Complaints or Queries

CrossReach strives to meet the highest standards when collecting and using personal information. We encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of the collection, processing and storage of personal information which CrossReach may undertake. However, we are happy to provide any additional information. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you should contact us directly on the details below.

Access to personal information

CrossReach tries to be as open as it can be in terms of giving you access to the personal information held on you. You can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to CrossReach for any personal information we may hold we ask that you fill out our Subject Access Request form or write to us at the address provided below.

If we do hold information about you which is incorrect, you should make us aware and steps will be taken to amend your personal information.

How to contact us

If you have any queries or complaints about our processes or how we handle your information, or if you want to access your information then please contact us at

records@crossreach.org.uk or contact your Service Manager directly. Or you can write to us at: Charis House, 47 Milton Road East, Edinburgh, EH15 2SR.

If you want to raise a complaint outwith CrossReach, you have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by CrossReach. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.