



Privacy Notice

Data Controller and Processor: YMCA North Tyneside, Church Way, North Shields, NE29 0AB

YMCA North Tyneside ("the Organisation") collects and processes personal data relating to its employees to manage the employment relationship. The Organisation is committed to being transparent about how it collects and uses that data and to meeting its legal obligations.

How will your information be used?

The information we hold, and process will be used for our management and administrative use only.

We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst 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.

Processing personal data in the Organisation remains is an essential part of the business operation, it enables the Organisation to;

- maintain employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights - ensuring they are accurate and up to date;
- operate the disciplinary and grievance processes, to maintain acceptable conduct within the workplace;
- maintain a record of employee performance, career development, succession planning and employee management;
- Maintain a record of employee absence and attendance management procedures, to ensure effective management of employees and their entitlements;
- obtain occupational health advice, to comply with duties in relation to individuals with disabilities, meet its obligations under health and safety, and ensure that employees are receiving their entitlement;
- Record types of leave (including maternity, paternity, adoption, parental and shared parental leave), managing the leave, compliance with legal issues for the leave, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR, Finance and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality & diversity in the workplace.

If you (the employee) 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.

As an Organisation pursuing its normal business activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. The nature of our legitimate interests are Payroll, HR, Health and Safety, accountants or any third parties who work in association with the business for the efficient operation of the business. We will never process your data where these interests are overridden by your own interests or the fundamental rights and freedom of the data subject.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

What information do we collect?

The organisation collects and processes a range of information about you. This includes;

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;

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, and any appropriate benefits.

The organisation collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments. You will, of

course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the Organisation.

The Organisation seeks information from third parties with your consent only.

Data is stored in a range of different places, including in your personnel file, and in other IT systems (including the organisation's email system and HR software).

Special Categories

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

In addition, we monitor CCTV that is used in the property.

Who has access to data?

Your information will be shared internally, including with HR, payroll, and your line manager.

The Organisation may share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

Other than as mentioned, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to sub-contractors or external consultants, our external payroll provider, pension or occupational health.

The Organisation will not transfer your data to countries outside the European Economic Area.

Automated decision making

We do not use automated decision making (including profiling).

How long will your data be stored?

Your personal data will be stored for a period of 6 years after your employment.

If in the future, we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information.

Your Rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data.

You have the right to request from us access to and rectification or erasure of

your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Identity and contact details of controller and data protection officer

YMCA North Tyneside, Church Way, North Shields, NE29 0AB is the controller and processor of data for the purposes of the DPA.

If you have any concerns as to how your data is processed, you can contact Steve Pugh, YMCA North Tyneside, Church Way, North Shields, NE29 0AB.