



TULLYNESSLE & FORBES COMMUNITY & HALL ASSOCIATION EMPLOYEE SPECIFIC PRIVACY NOTICE

Data protection legislation regulates the way in which certain personal data about yourself, both in paper and electronic form, is held and used. This Employee Specific Privacy Notice provides information regarding how Tullynessle & Forbes Hall (The Hall) processes your personal data, in the context of your employment. This Employee Specific Privacy Notice applies to current employees, workers and contractors of the Hall who act as the data controller of personal data collected and processed during and after your employment.

1 WHAT INFORMATION DO WE COLLECT?

The Hall collects and processes a range of information about you for purposes connected with your employment, including your recruitment and when you leave. Processing includes the collection, storage, retrieval, alteration, disclosure and destruction of data.

The kind of data that we may process 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 the Hall;
- 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 emergency contacts;
- Information about your nationality and entitlement to work in the UK;
- 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 we need to make reasonable adjustments;

We collect this information in a variety of ways. For example, data is collected through application forms, CVs or resumes, from forms completed by you at the start of or during employment, from correspondence with you, through interviews, meetings or other assessments and from recruitment agencies and/or previous employers (such as references). We seek information such as references supplied by former employers, with your consent only.

Employee personal data is stored in a range of different places, including IT systems such as the Company's email system.



2 WHY DO WE PROCESS PERSONAL DATA?

The Hall needs to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements. In some cases, we need to process data to ensure that it is complying with its legal obligations. For example to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship.

Processing employee data allows us to:

- Run recruitment and promotion processes;
- Maintain accurate and up-to-date employment records and contact details and records of employee contractual and statutory rights;
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Operate and keep a record of employee performance and related processes, to plan for career development where appropriate, and for succession planning and workforce management purposes;
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Operate and keep a record of other types of leave as appropriate (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that The Hall complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- Ensure effective general HR and business administration;
- Provide references on request for current or former employees;
- Respond to and defend against legal claims;
- Maintain and promote equality in the workplace;
- Deal with disputes;
- Ascertain your fitness to work;
- Prevent fraud; and
- Monitor your use of our information and systems to ensure compliance with our policies.

Special categories of data

Special categories of personal data (including information about your health) require higher levels of protection. We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- To carry out our legal obligations or exercise rights in connection with employment;
- Where it is in the public interest (such as for equal opportunities monitoring)



The situations which we will use your sensitive personal data are below:

- We will use information about your health or medical conditions to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits;

We do not need your consent if we use special categories of your personal data in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

You have obligations under your employment contract to provide the Hall with personal data. In particular, you are required to report absences from work if appropriate according to your contract 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 us 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.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

3 WHO HAS ACCESS TO DATA?

Your information may be shared internally with the Board, but only if access to the data is necessary for performance of their roles. On occasion, we may be legally required to share personal data i.e. in the course of a criminal or legal investigation. We may disclose your personal data to third parties who provide us with goods and/or services, including payroll and financial/accountancy providers. Where we engage third party suppliers to process data on our behalf, we do so on the basis of written instructions, ensuring the third party has implemented appropriate technical and organisational measures to ensure the security of data. Any sharing of personal data is subject to appropriate due diligence assessments, along with the implementation of contractual and confidentiality controls.

4 HOW DO WE PROTECT YOUR DATA?

The Hall have implemented controls to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our Board members in the performance of their duties.

5 FOR HOW LONG DO WE KEEP YOUR DATA?

The Hall will hold data relating to hall employees for the duration of our contractual relationship with you and for a period of 7 years thereafter, as per HMRC rules. In the case of queries or questions, data will be retained to enable a timely response and will not be retained thereafter. In cases where data is held for a longer period of time, where there is a legal or regulatory reason to do so, data will be deleted when it is no longer required for the legal or regulatory purpose it was held for.



Once you are no longer an employee, worker or contractor of the Hall we will retain and securely destroy your personal information in accordance with our ROPA.

6 YOUR RIGHTS

As a data subject, you have a number of rights in certain circumstances, as follows:

- access and obtain a copy of your data on request;
- to change incorrect or incomplete data;
- to delete or stop processing your data;
- to object to the processing of your data;
- to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, or if you have any queries relating to the processing of your personal data, please contact us at chair@tullynesslehall.org

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via www.ico.org.uk

This policy is subject to regular review and change at any time and its most current version will be published here <http://www.tullynessleandforbeshall.co.uk/Governance/GDPR>

VERSION CONTROL

VERSION	DATE	DETAILS	AUTHOR/OWNER
1.0	April 2021	FIRST DRAFT	Gloria Malcolm
2.0	Aug 2022	Reviewed for accuracy and appropriateness by HJ. Finalised and published	Gloria Malcolm
3.0	Jan 2023	Reviewed to amend to Board and new email addresses	Gloria Malcolm

TULLYNESSLE & FORBES HALL

