

Inclusion Hampshire's Privacy Notice for Staff:

Under data protection law, individuals have a right to be informed about how Inclusion Hampshire uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at Inclusion Hampshire..

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at Inclusion Hampshire. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- Data about your use of the organisations information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run Inclusion Hampshire, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards learners
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Improve the management of workforce data across the organisation

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

We may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, bid writing purposes.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with with current guidelines.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Your family or representatives
- Examining bodies
- Regulatory bodies [i.e Ofsted, Department for Education
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and Pensions
- Financial organisations for auditing purposes
- Public bodies and agencies as part of collaborative working

Requesting access to your personal data

Under data protection legislation, employees and volunteers have the right to request access to information about them that we hold. To make a 'subject access request' (SAR) for your personal information, contact info@inclusionhampshire.org.uk. Details of your rights in relation to a SAR can be found on the Inclusion Hampshire GDPR / Data Protection policy.

If you have any concerns about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information regarding the personal data Inclusion Hampshire collect or use please read the GDPR / Data Protection Policy document on our website:

www.inclusionhampshire.org.uk or contact Emma Barnard via info@inclusionhampshire.org.uk