



Privacy Notice for employees 05.06.18

Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018 : How and why we use Springboard employee information:

We process personal data relating to those who work at Springboard. This is for employment purposes, to assist in the running of Springboard and to enable individuals to be paid. We must have a legal basis for collecting data from you, and under GDPR there are six lawful bases:

1. Consent: an individual has given clear consent for you to process their personal data for a specific purpose
2. Contract: the processing is necessary for a contract you have with an individual
3. Legal obligation : the processing is necessary for you to comply with the law
4. Vital interests: the processing is necessary to protect someone's life
5. Public interest: the processing is necessary for you to perform a task in the public interest
6. Legitimate interest: the processing is necessary for your legitimate interests

We collect and process your personal data under the following legal bases: Legal obligation, contract, legitimate interest and consent.

Where we require consent we will provide a way for you to positively make a decision about the data that you make available and you will be able to change your mind at any time. This will include your involvement in promotion and marketing activities.

What personal data is processed and why is it needed ?

- Identifiers such as name, date of birth, NI number, photo.
- Contact details (Address, phone number, e mail address, next of kin/emergency contact). You will be asked regularly whether contact details are correct.
- Protected characteristics such as disability, gender and ethnic group. This information is collected for monitoring purposes relating to equality and diversity.
- Qualifications, for employment purposes
- Health and absence information, for employment purposes.
- Appraisal, supervision and disciplinary information, for employment purposes.
- Annual leave information, for employment purposes.

- Bank details, for employment purposes (salary).
- Safeguarding children who attend Springboard is of prime importance. All posts are subject to an enhanced DBS check and we are required to record employees DBS reference numbers. Springboard follow a Safer Recruitment principles so all potential staff members will be asked about any offending history.

How is your data stored and who accesses it ?

Any information gathered from unsuccessful candidates for employment at Springboard will be destroyed after interview.

All employees personal data will be retained according to Springboard's 'Retention, Storage and Security of Documents and Records Procedure', in conjunction with the 'Data Protection Policy'. It will be destroyed six years after employment finishes.

Your personal data is stored securely, both on paper and e-files. Line managers and those with HR and payroll responsibility will have access to employees data. Contact details may be accessed by other employees.

Your personal data will not be shared with third parties without your consent unless the law allows or requires us to. We are required to share some information with: Disclosure and Barring Service (DBS), HMRC and the external examiners of Springboards accounts (accountants).

If you work as part of the Springboard Inclusion Service, some information will be shared with other Early Years settings.

Making a 'Subject Access Request'

If you want to see a copy of the information we hold about you, please contact Liz Smith, Springboard Business Manager and Data Controller, 01275 341113
liz@springboardweb.org.uk

I confirm that I have read and understood Springboard Opportunity Group's Privacy Notice for Employees

Name:

Signature:

Date: