

Destiny House International and DHI Education and Arts



YOUR GUIDE TO PRIVACY IN EMPLOYMENT

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Privacy Notice

1.0 Introduction

We take the privacy of our employees seriously. This notice explains:

- what personal data (information) we hold about you
- how we collect it
- how we use and may share information about you during your employment and after it ends.

It is important that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you, so that you are aware of how and why we are using such information.

2.0 Who collects the information?

Destiny House International CIO is a 'data controller', which means we may gather and use certain information about you.

This notice does not form part of your employment and may be amended from time to time.

3.0 Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

4.0 The information we collect and hold

We may collect information during your employment – some of which will be classed as 'special category data' that has special protection by the law.

The UK GDPR defines special category data as:

- personal data revealing **racial or ethnic origin**;
- personal data revealing **political opinions**;
- personal data revealing **religious or philosophical beliefs**;
- personal data revealing **trade union membership**;
- **genetic data**;
- **biometric data** (where used for identification purposes);
- data concerning **health**;
- data concerning a person's **sex life**; and
- data concerning a person's **sexual orientation**.

The data we may collect includes:

- Personal contact details (i.e., address, home and mobile phone numbers, email address) and emergency contact
- DOB
- Gender
- Marital status and information about your partner and dependants
- Information collected during the recruitment process that we retain during your employment, i.e., right-to-work documentation, CV, covering letter, application form and references
- Employment contract information and employment records, including job titles, work history and training records.
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks
- Details of salary and benefits, bank/building society, National Insurance and tax information
- A copy of your driving licence
- Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- Details of your pension arrangements and all information included in these are necessary to implement and administer them
- Information on grievances raised by or involving you
- Information on conduct and/or other disciplinary issues involving you
- Details of your appraisals and performance reviews
- Details of your performance management/improvement plans (if any)
- Details of your time and attendance records
- Information about your use of our IT, communication and other systems, and other monitoring information
- Details of your use of business-related social media
- Details in references about you that we give to others
- Information relating to your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- Trade Union membership – if applicable

Certain categories above may not apply to you if you are an agency worker, independent contractor or freelancer.

5.0 How we collect the information

We may collect this information from you, your personnel records, the Home Office, your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators, other employees, consultants and other professionals we may engage, e.g., to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure. Automated monitoring of our websites and other technical systems, such as our computer networks and connections, access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records, relevant websites and applications.

6.0 How we store your personal data

Your personal data is kept in secure personnel files or within Destiny House International CIO system. Access permissions are kept to those individuals with legitimate organisational needs.

7.0 Why we collect the information and how we use it

Destiny House International CIO may obtain your personal data in different ways – these include:

- Directly from you
- During the recruitment process from an employment agency or former employee
- From monitoring email, internet and telephone use and CCTV (where it is used) – in line with our policy.

Destiny House International CIO will typically process this information for the following purposes (other purposes that may also apply are explained in our data protection policy):

- to fulfil our contract with you, e.g., to pay and provide benefits to you)
- for compliance with a legal obligation
- some processing may be required for the public interest, e.g., the sharing of information (which may include your personal data) with law enforcement agencies may be required for national security purposes
- for the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms.

Further information on the monitoring we undertake in the workplace and how we do this is available in our data protection policy

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any significant changes to the information we collect or to the purposes for which we collect and process it.

8.0 How long we keep your data

We will never retain your data for any longer than is necessary for the purposes we need to use it or as specified by law.

9.0 If you fail to provide personal data

In some cases, if you fail to provide information when requested, we may not be able to perform the contract we have with you fully (such as paying you or providing benefits), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our staff). This can have consequences in terms of your continued employment with us.

10.0 How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as external contractors or benefit providers. Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.

11.0 How to complain

If you have any concerns about Destiny House International CIO's use of your personal information, you can make a complaint to us by contacting Destiny House International CIO Trustees.

Approved by: **DHI CIO Board of Trustees**

Last reviewed on: **January 2023**