

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Catholic Care ('Organisation') is a 'data controller' and gathers and uses certain information about you.

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.

About the Information we Collect and Hold

The table set out in the Schedule summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with other parties, such as our professional advisers and on a re-structuring or TUPE transfer.. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

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

We may also collect your data in the form of photos & videos.
Photos and videos may be used as a part of our social media, web & publicity.

Where Information May be Held

Information may be held at our Head Office and our individual regulated homes. We have secure measures in place to seek to ensure that there is appropriate security for information we hold.

How Long we Keep your Information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our Record Retention Schedule (Employment) which forms part of our Record Retention Policy (Employment).

Your Rights to Correct and Access your Information and to Ask for it to be Erased

Please contact dataprotection@catholic-care.org.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. By contacting dataprotection@catholic-care.org.uk we will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to Complain

We hope that by contacting dataprotection@catholic-care.org.uk we can resolve any query or concern you raise about our use of your information. If not, please refer to the Organisation's Complaints Policy. If you are still not satisfied, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Date Created:	Created by:	Date Approved:	Review Due:
May 2018	Ellis Whittham Carol Hill		May 2019
Dates Reviewed:			

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile numbers, email address) and emergency contacts (i.e. name, relationship, home and mobile numbers)	From you	<p>To enter into/perform the employment contract.</p> <p>Legitimate interest: to maintain employment records and good employment practice.</p> <p>To properly record and report employee absences.</p>	<p>To enter into/perform the employment contract.</p> <p>Information shared with ELAS Absence Assist.</p>
Details of salary and benefits, bank/building society, National Insurance and tax information, your age.	From you	<p>To perform the employment contract including payment of salary and benefits.</p> <p>Legitimate interest: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.</p>	<p>To ensure you receive the correct pay and benefits.</p> <p>Information shared with our payroll administrators and with HM Revenue & Customs (HMRC)</p>
Details of your spouse/partner and any dependants.	From you	<p>To perform the employment contract including employment related benefits, e.g. private medical insurance, life assurance and pension.</p>	<p>To ensure you receive the correct pay and benefits.</p> <p>Information shared with our payroll administrators and with HM Revenue & Customs (HMRC)</p>
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.	From you and, where necessary, the Home Office	<p>To enter into/perform the employment contract.</p> <p>To comply with our legal obligations.</p> <p>Legitimate interest: to maintain employment records.</p>	<p>To carry out right work checks.</p> <p>Information may be shared with the Home Office.</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
A copy of your driving licence, where required.	From you	<p>To perform the employment contract.</p> <p>To comply with our legal obligations.</p> <p>To comply with the terms of our insurance.</p>	<p>To ensure that you can legally drive, i.e. have passed your test and are not disqualified.</p> <p>Information may be shared with our insurer.</p>
Details of your pension arrangements, and all information included in these and necessary to implement and administer them.	From you, from our pension administrators and, where necessary, from your own pension fund administrators.	<p>To perform the employment contract including employment related benefits.</p> <p>To comply with our legal obligations.</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.</p>	<p>To administer your pension benefits AND/OR to comply with our auto-enrolment pension obligations.</p> <p>Information shared with our pension administrators and with HMRC.</p>
Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health).	From you, from your doctors, from medical and occupational health professionals we engage and from ELAS Absence Assist.	<p>To perform the employment contract including employment related benefits.</p> <p>To comply with our legal obligations.</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices.</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment related health and sickness benefits.</p> <p>To comply with our legal obligations to you as your employer.</p> <p>Information shared with your doctors, with medical and occupational health professionals we engage and ELAS Absence Assist.</p>
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.	From you	To comply with our legal obligations and for reasons of substantial public interest.	To comply with our equal opportunities monitoring obligations and to follow our policies.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Criminal records information, including the results of Disclosure and Barring Service (DBS)	From you and the DBS	To perform the employment contract. To comply with our legal obligations.	To carry out statutory checks. Information shared with DBS and other regulatory authorities as required.
Information on grievances raised by or involving you.	From you, from other employees and from consultants we may engage in relation to the grievance procedure.	To perform the employment contract. To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.	For staff administration, to follow our policies and to deal with grievance matters. Information shared with relevant managers, HR personnel and with consultants we may engage.
Information on conduct issues involving you.	From you, from other employees and from consultants we may engage in relation to the conduct procedure.	To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices.	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters. Information shared with relevant managers, HR personnel and with consultants we may engage.
Details of any appraisals.	From you, from other employees.	To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices.	For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters. Information shared with relevant managers, HR personnel.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details of your performance management/improvement plans (capability) (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process.	To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices.	For staff administration and assessments, to follow our policies, to monitor staff performance. Information shared with relevant managers, HR personnel and with consultants we may engage.
Details of your time and attendance records.	From you and from signing in books, rotas, etc.	To perform the employment contract. Legitimate interests: to monitor and manage staff access to our systems and facilities and to record staff absences.	For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance. Information shared with relevant managers, HR personnel and with consultants we may engage and with our payroll administrators.
Information in applications you make for other positions within our organisation.	From you	To enter into/perform the employment contract. To comply with our legal obligations. Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.	To process the application. Information shared with relevant managers, HR personnel.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your use of our IT, communication and other systems.</p>	<p>Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail, mobile phone records.</p>	<p>Legitimate interests: to monitor and manage staff access to our systems and facilities;</p> <p>to protect our networks and personal data of employees and customers/clients, against unauthorised access or data leakage;</p> <p>to ensure our business policies, such as those concerning security and internet use, are adhered to;</p> <p>for operational reasons, such as maintaining employment records, recording transactions, training and quality control;</p> <p>to ensure that commercially sensitive information is kept confidential;</p> <p>to check that restrictions on your activities that apply after your employment has ended (post – termination restrictions or restrictive covenants) are being complied with;</p> <p>to prevent unauthorised access and modification to our systems;</p> <p>as part of investigations by regulatory bodies, or in connection with legal proceedings or requests.</p>	<p>To protect and carry out our legitimate interests (see adjacent column).</p> <p>Information shared with relevant managers, HR personnel.</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details in references about you that we give to others.	From your personnel records, our other employees	<p>To perform the employment contract.</p> <p>To comply with our legal obligations.</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice.</p>	<p>To provide you with the relevant reference.</p> <p>To comply with legal/regulatory obligations.</p> <p>Information shared with relevant managers, HR personnel and the recipient(s) of the reference.</p>

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as sick pay, and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.