

HR Privacy Notice

NOTE: The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018.

Data controller: Arthur Rank Hospice Charity, Cherry Hinton Road, Shelford Bottom, Cambridge, CB22 3FB (Registered Office).

Data protection officer: Sheena Fisher; Tel 01223 675803 or email sheena.fisher@arhc.org.uk

Who are we?

We are Arthur Rank Hospice Charity, a UK registered charity (charity number 1133354) in England and Wales and we are a company limited by guarantee (company registered number: 07086155). We also have a trading company trading company, Arthur Rank Hospice Limited (company number 3059033).

Our registered office is

Cherry Hinton Road
Shelford Bottom
Cambridge
CB22 3FB

We also have a centre in Wisbech, called

Alan Hudson Day Treatment Centre
North Cambs Hospital
The Park
Wisbech
PE13 3AB

We are registered with the UK Information Commissioner's Office (ICO) as a data controller, registration number Z689965X (Arthur Rank Hospice Charity).

What information does ARHC collect?

ARHC collects and processes a range of information about you. This 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 education, qualifications, skills, experience and employment history, including start and end dates, with previous employers and with ARHC;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover and your elected beneficiaries;
- details of your bank account and national insurance number;
- information that we receive from other sources necessary for payroll processing purposes, such as tax codes, CCJs and student loan details;
- information about salary sacrifice arrangements;
- information about your marital status, next of kin and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- information about your driving licence and car details;
- information about your professional membership(s) / registration(s);
- 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, 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 ARHC needs to make reasonable adjustments;
- details of trade union membership; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief (this is optional)

ARHC collects this information in a variety of ways. For example, data is collected through application forms, CVs, obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments or sometimes correspondence from HMRC.

In some cases, ARHC collects personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file, in the HR management systems and in other IT systems (including ARHC's email system).

Why does ARHC process personal data?

ARHC needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer relevant benefit, pension and insurance entitlements.

In some cases, ARHC needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, ARHC has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the ARHC to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), 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, 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 (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation 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; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Where ARHC processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

Who has access to data?

Your information will be shared internally, including with members of the HR and Finance teams, your line manager, managers in the business area in which you work, on-call managers and IT staff if access to the data is necessary for performance of their roles.

ARHC also shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks. When necessary for the performance of the employment contract, ARHC also shares your data with third parties that process data on its behalf, such as:

- Peter Elsworthy and Moore (PEM) and e-Payslips.com - in connection with payroll.
- Riverlite – in connection with IT support services.
- NHS Pensions and Scottish Widows – in connection with the provision of pensions.
- North West Anglia NHS Trust – in connection with the provision of Occupational Health services.
- Ucheck – in connection with criminal records checks.
- Care-4 – in connection with the provision of childcare vouchers.
- Lighthouse Group – in connection with the provision of benefits; specifically pension and death in service.
- HM Revenue & Customs – in connection with tax purposes.
- Legal advisers/ insurers – in connection with any aspects of insurance, disputes or claims.
- SMI Staff.Care – in connection with HR record management and e-rostering.

Training Tracker and e-learning for Healthcare – in connection with training records. ARHC undertake Privacy Impact Assessments when engaging with suppliers to check that their information governance practices are appropriate.

ARHC will not transfer your data to countries outside the European Economic Area.

How does ARHC protect data?

ARHC takes the security of your data seriously. There are many measures in place to ensure your information is kept safe. This includes the use of a professional IT company to support in the storing of your data and all staff being trained in information governance: in the unlikely event of a data breach, all members of staff can identify this and are aware of the steps which then need to take place. This helps to prevent your personal information from being lost, misused, accessed by unauthorised individuals, modified or disclosed. All information held by ARHC is held in accordance with legal requirements.

How long does ARHC keep data?

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in the Records Management Policy.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.
- If you would like to exercise any of these rights, please contact Human Resources, Arthur Rank Hospice Charity, Cherry Hinton Road, Shelford Bottom, Cambridge, CB22 3FB or email privacy@arhc.org
- You can make a subject access request by completing ARHC's form for making a subject access request.

If you believe that ARHC has not complied with your data protection rights, you can complain to the Information Commissioner (ICO). The ICO is the body that regulates ARHC under Data Protection and Freedom of Information legislation

<https://ico.org.uk/>.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Email: casework@ico.org.uk

What if you do not provide personal data?

You have some obligations under your employment contract to provide the ARHC with data. In particular, you are required to report absences from work 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 ARHC 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.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable ARHC to enter a contract of employment with you. If you do not provide other information, this will hinder ARHC's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

ARHC Privacy Notice – HR - Version 1.1

Issue Date – 04/05/2018

Review date – 04/05/2019

<R:\Palliative Care Services\ARH\Arthur Rank House General\IG\Privacy Notices\HR Privacy Notice.docx>

Employment decisions are not based solely on automated decision-making.

Updates to this document

We will check this Privacy Notice at least once a year to make sure it is up-to-date and accurate, in line with changes in the law and that it adheres to best practice. If any changes are made, they will be shared on our website and through correspondence which we will share with you.

This version was published in May 2018.