

Privacy notice for Employees, Volunteers and Trustees

People First and/or the Direct Payments Team is committed to protecting and respecting your privacy. This privacy notice sets out how we collect, use and protect your personal information.

When you provide, or we collect information by which you can be identified then it will only be used in accordance with this privacy notice, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA) and any subsequent relevant legislation.

This notice explains:

- Who we are
- Contact details of our data protection representative
- What information we may collect about you
- How we may use this information
- The legal bases for using this information
- How long this information is kept
- How we keep your personal data safe
- Whether we disclose this information to anyone else
- Your rights relating to the information you give to us

We may change this privacy notice from time to time to ensure that that it is up to date and in line with current legislation and will advise you when we do so if applicable. We deem that you accept changes to this privacy notice unless you tell us otherwise. The current privacy notice was reviewed in March 2022.

Who we are

People First is an independent customer-led organisation. We have offices in Cumbria and Lancashire and deliver work across the North of England. We are one of the largest providers of Advocacy in Cumbria, supporting thousands of people every year to have their voices heard and helping them to live their best lives.

We are a passionate organisation which dedicates itself to representing people's views, we are dynamic and courageous and not afraid to stand up and be counted.

People First is the data controller (as defined by the UK GDPR and DPA) for the purpose of employment. If you have a query about this privacy notice or questions



about how we process your personal data please contact the Data Protection Officer via the Finance and Operations Director.

What we collect

We may collect the following information about you:

- Name
- Title of job or role within the organisation
- Contact information including telephone number, postal address, email address
- Financial information such as credit/debit card or bank details so that we can administer payroll and/or pensions
- Details of any convictions
- CCTV images or images which may give away information about you
- Other information relevant to employment or a volunteer role such as training, appraisals, grievances, disciplinary action
- Special category data such as race, ethnic origin, religion, trade union membership, health or sexual orientation

You may choose to give us the following information about third parties:

- Emergency contact details such as name, relationship to you, phone, email, home or work address
- Beneficiaries for pension purposes

What we do with the information we gather

We require this information for the following purposes:

- Internal record keeping
- To manage your employment and/or pension with us
- To manage your volunteering with us
- From time to time, we may also use your information to contact you for monitoring and/or evaluation purposes.

Legal basis for processing data:

We must have a legal basis for processing all personal data that we hold about you. The bases that we use are as follows:

For fixed term or permanent employment and volunteering roles:

For processing of general personal data:

- The processing is necessary- for the performance of a contract to which the data subject is a party, or for the taking of steps at the request of the data subject with a view to entering into a contract
- The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract
- The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject. We use your personal data for workforce planning.

For processing of special category (or sensitive) data:

For fixed term or permanent employment:

- The processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law
- Processing is necessary for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity

For volunteering roles:

- The data subject has given his explicit consent to the processing of the personal data for one or more specified purposes

For processing personal data relating to criminal convictions:

The regulations relating to the processing of personal data about criminal convictions are covered by the Law Enforcement Directive, Part 3 of the DPA. Under the Law Enforcement Directive our lawful basis for processing this personal data is:

- Necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection, and the data subject has given consent to the processing.

Internal record keeping:

- The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract

Contact for monitoring and/or evaluation purposes:

- The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case



by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

We must explain what our legitimate interests are and will do so in detail when we collect the information.

Where you have given us your consent to use personal information you can withdraw your consent at any time by writing to us at the address given below.

You can also object to us processing your personal data where we use the legal basis of 'legitimate interest'.

How long we keep information about you

- Details of financial records, including payroll and pensions, are kept for three years following the last transaction in accordance with legislation.
- We will not keep any personal information for the purpose of giving a reference for an employee who leaves the organisation for more than 7 years after they have left unless there is a legitimate interest or a legal reason for keeping it.

Safety of personal data

In order to prevent unauthorised access or disclosure we have effective physical, electronic and managerial procedures to safeguard and secure the information we hold about you

We keep information about you safe and secure by using electronic databases including Sage HR, Sage Accounts and Sage Payroll which are password protected systems, accessed only by staff who have been sufficiently trained and who are bound by our organisational policies and procedures. Any paper copies are kept securely in locked drawers/cupboards.

If you have provided information on paper, it may be transferred to an electronic database.

CCTV data is stored for 72 hours in order to process any potential security or safety query and then is automatically deleted from the computer hard drive.

All information you provide to us is stored on secure servers.

Applications online

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot



guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Transferring personal data outside the UK

Where we use organisations that are either based outside the UK or where servers are outside the UK, we make sure that it is protected in the same way as if it was being used in the UK . To do this we will use one or more of these safeguards:

- Provisions are in place which permit the transfer of personal data from the UK to the EEA and to any countries which, as at 31 March 2022, were covered by a European Commission ‘adequacy decision’ or have been assessed as adequate by the Secretary of State together with the ICO.
- *For additional transfers we will implement appropriate safeguards to protect your personal information, transferring it in accordance with an applicable transfer mechanism, including use of the ICO's standard contractual clauses.*
- You can find out more about these safeguards on the ICO website.

Disclosure of your personal data to third parties:

We will not sell, distribute, share or lease your personal data with/to third parties unless we are required to do so by law or we are using these companies’ services.

When we share your personal data with third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

We currently use:

PROVIDER	SERVICE
White Bear/H&H	Website provision & maintenance
Microsoft 365/ TEAMS / David Allen IT	Email and IT provision
Online Systems	Phone provision
Sage Payroll, Sage HR and Sage Accounts*	<u>Finance and HR</u>
Indeed, News Quest*	Recruitment agency (e.g. indeed)
Royal London *	Pension
Facebook and Twitter and Instagram*	Social networking

Microsoft/Survey Monkey/Google*	IT
Unity Trust Bank*	Banking
Home Office*	Verification of right to work

* Please be aware that these organisations are data controllers in their own right, and by using any of them People First and you are subject to its privacy notice.

Your rights

Under data protection legislation you have the following rights:

- *The right to be informed.* We do this by giving you this privacy notice and by giving further explanation when we collect personal data from you.
- *The right of access.* You have the right to request a copy of the information we hold about you (Data Subject Access Request) and this can be submitted at any time. We will respond within one month of receiving this request verbally or in writing.
- *The right to rectification.* We want to make sure that the personal information we hold about you is accurate but if you believe that any information we are holding on you may be incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.
- *The right to erasure.* You also have the right to request the modification or erasure of your personal information (otherwise known as the right to be forgotten). If you make this request all personal data not subject to a contract or which has to be kept for legal reasons will either be anonymised or destroyed.
- *The right to restrict processing.* You can ask us to limit the way we use your personal data if you are concerned about the accuracy of the data or how it is being used. We may not agree to do this if it is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment, or otherwise materially affects our contract with you.
- *The right to data portability.* This applies to information you have given us. You have the right to ask that we transfer the information you gave us to another organisation.
- *The right to object.* You can object to the way we use your personal data. We may not uphold your objection if the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment, or otherwise materially affects our contract with you.
- *Rights in relation to automated decision making and profiling.* You have the right to ask that any decisions we make about you by automated means be reviewed by a human being with the authority to override this decision if



necessary and to ask us to stop using your personal data to create a profile of you for whatever means.

We currently do not use automated means to make decisions or make use of your personal data to create a profile of you.

If you would like to exercise any of the above rights, please contact the Data Protection Officer (DPO) through our Finance and Operations Director, People First, Milbourne Street, Carlisle, CA2 5XB. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact , our DPO through contacting our Finance and Operations Director, People First, Milbourne Street, Carlisle, CA2 5XB.

Note too that you have the right to make a complaint at any time:

- to the organisation, by writing to our Finance and Operations Director, People First, Milbourne Street, Carlisle, CA2 5XB. Or by emailing HR@wearepeoplefirst.co.uk, or gdpr@wearepeoplefirst.co.uk
- to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: www.ico.org.uk

SLT Responsible – Catherine Hunt – DPO