



The Souster Youth Trust

Registered Charity no: 1162368

DATA PRIVACY NOTICE: STAFF

1. Introduction

This privacy notice explains how Souster Youth processes your personal information. Our trustees have the legal responsibility as Data Controller and, in exercising that responsibility, they take care to comply with data protection and privacy law.

2. What personal information do we collect?

As a member of staff, you may have provided us with your name, postal and e-mail addresses, telephone number, date of birth, evidence of identification, National Insurance number and bank account details. We also keep your application CV and references and record your salary details, expenses claims, tax code, National Insurance and pension contributions and student loan repayments. Additionally, we may keep records of your training and performance, of appraisal interviews and of DBS checks; where the need arises, we will also record disciplinary proceedings, absences, periods of sickness and any accidents during the course of your employment.

3. What do we use your personal information for?

We use this information to communicate with you about your employment with the Trust, for administration purposes and, in the case of some data (eg DBS checks) in order to comply with the law.

4. What is the legal basis for processing your personal information?

The law allows us to process your data only for certain reasons, among which are:

- to fulfil a contract of employment;
- to carry out certain legal obligations;
- where we have a legitimate interest in doing so, in connection with your employment with us.

5. Who do we share your personal information with?

We share some personal data with third parties who perform services for us; these include, for instance, our payroll bureau, pension provider, HR consultants and the agency we use to process DBS checks.

When we share your data in these ways, we require the third parties only to use the information for its intended purpose and to take appropriate steps to protect it.

6. How will we keep your personal information secure?

Where data is in paper form, it will be kept in locked containers. Where it is kept in electronic form, it will be encrypted and/or password-protected. The data we keep will only be accessible to those staff or trustees who need access to it in order to perform their work for the Trust.

7. How long will you keep my personal data?

We shall keep your personal data whilst you are in our employment, and for seven years after your employment with us has ceased. We retain accident records indefinitely.

8. What are your rights?

Generally speaking, you have the following rights in relation to your personal information which we process:

- The right to request a copy of personal data about you that we hold;
- The right to ask us to correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain the data;
- The right to withdraw any consent to processing that you may have given in the past;
- The right to ask us to transmit your data to another data controller; that data directly to another data controller. [This only applies where the processing is based on consent or is necessary for the performance of a contract with you and where the data is automated];
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where processing is based on our legitimate interests;
- The right to lodge a complaint with the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

9. How can I get more information?

If you want to ask us to do any of the things listed in the previous section of this notice, you should contact the Office Manager or the Director at Souster Youth, Souster House, 30 Market Road, Thrapston, Kettering NN14 4JU.

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