

## **Salford CVS – Staff, Volunteer and Recruitment Privacy Notice**

### **About Us**

Salford CVS is the city-wide infrastructure organisation providing support for the voluntary, community and social enterprise sector (VCSE). Our support services include providing specialist information, advice and development support.

We are incorporated as a Company Limited by Guarantee (registration number 1948293) and registered as a Charity (registration number 519361).

Salford CVS is registered with the Information Commissioners Officer (registration number Z6689753) and you can find out more about work through the about us section of our website

Further information about our work can be found in the [about us](#) section of our website.

This privacy notice tells you what to expect when Salford CVS collects personal information about you. It applies to all employees / volunteers, ex employees / ex volunteers, agency staff, contractors, secondees and trustees. However the information we will process about you will vary depending on your specific role and personal circumstances.

### **What data do we collect?**

We hold a range of personal data including:-

- Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses.
- Demographic information (such as sex gender, age, ethnic group etc)
- Information about your right to work in the UK and copies of proof of right to work documentation
- Next of kin, emergency contacts and their contact information.
- Employment and education history including your qualifications, job application, employment references, right to work information and details of any criminal convictions that you declare.
- Payment Details (including National Insurance Number, Bank Account Details, individual payroll details including current salary, benefits and pension entitlements, tax details and expenses payments)
- Information about your employment / role including – your start and leave dates, salary details, employment contract, working patters (including flexible working requests), timesheets (including any overtime), expenses claims, details of any leave and location of employment.
- Details of any secondary employment, trade union membership, conflict of interest declarations or gift declarations.
- Security clearance details including basic checks and DBS details according to your role as well as relevant criminal convictions information
- Information relating to your performance including 1-1's, probation reviews, training records and development needs, grievance and disciplinary information.
- Details about any relevant health conditions and / or reasonable adjustments that need to be made to ensure you have a safe and positive experience working / volunteering for Salford CVS. Including fit notes sick leave forms, occupational

health referrals and reports, accident records, risk assessment information (including personal risk assessments linked to covid-19) desk audits or reports linked to access needs and reasonable adjustments.

- Information relating to vehicle insurance

## **How do we collect your information?**

Salford CVS collect your personal information from a variety of sources including -

- Directly from you.
- From an employment agency.
- From your employer if you are a secondee.
- From referees, either external or internal.
- From security clearance providers (including DBS checks)
- From Occupational Health and other health providers.
- From Pension administrators and other government departments, for example tax details from HMRC.
- From your Trade Union.
- From providers of staff benefits.
- CCTV images from our landlords or taken using our own CCTV systems.

## **What do we do with your information?**

Your personal information may be stored in different places with Salford CVS, including on your application and HR record, in our core IT systems and in our HR Management system.

## **Lawful Processing**

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(b) which relates to processing necessary for the performance of a contract.
- Article 6(1)(c) so we can comply with our legal obligations as your employer.
- Article 6(1)(d) in order to protect your vital interests or those of another person.
- Article 6(1)(e) for the performance of our public task.
- Article 6(1)(f) for the purposes of our legitimate interest.

## Special category data

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.

- Article 9(2)(f) for the establishment, exercise or defence of legal claims.
- Article 9(2)(j) for archiving purposes in the public interest.

In addition we rely on processing conditions at Schedule 1 part 1 paragraph 1 and Schedule 1 part 1 paragraph 2(2)(a) and (b) of the DPA 2018. These relate to the processing of special category data for employment purposes, preventative or occupational medicine and the assessment of your working capacity as an employee.

### **Who do we share your information with?**

Your information may also be shared with other people and organisations where the organisations are required by law to do so or with appropriate justification under the Data Protection Act (2018), for example where the disclosure is necessary to a public body or another organisation to exercise its statutory functions. Examples of this include the sharing of data with HMRC regarding payroll functions or where we have a duty of care such as a safeguarding concern.

### **What do we do to make sure your information is secure?**

We take our obligations under to look after your data very seriously and abide by the principle of data protection. We have put in place appropriate technical and organisational measures to meet the requirements of accountability. These include:

- The appointment of a data protection lead who reports directly to board
- Taking a 'data protection by design and default' approach to our activities.
- Maintaining documentation of our processing activities.
- Adopting and implementing data protection policies and ensuring we have written contracts in place with our data processors.
- Implementing appropriate security measures in relation to the personal data we process.
- Carrying out data protection impact assessments for our high risk processing.
- Staff that can see your information have undergone specific training around how to handle information properly
- We have information technology and data protection policies and procedures which set how your information is handled and protected.
- Relevant paper based information is processed only by the relevant members of the Salford CVS team and kept securely within our Salford office
- Our electronic systems and physical storage have appropriate access controls applied. This means if they are not the appropriate person they will not be able to see your information.
- Electronic information is processed within our secure network and systems.
- The systems we use to process personal data allow us to erase or update personal data at any point in time where appropriate.

### **Transfer of data outside of the European Union**

Salford CVS main data based in hosted in the UK and technical our main IT support contract are provided by a UK based organisations.

Our main HR software is Breathe HR (Centurion Management Systems Limited) which use Amazon Web Services (AWS) located in Ireland to store our databases and production environment, these services are supported by our disaster recovery site in Germany.

We don't routinely transfer staff personal data overseas but when this is necessary we ensure that we have appropriate safeguards in place.

### **How long will you hold onto my information?**

Information has to be kept for different lengths of time that is often dictated either by law or funding terms and conditions. Where this is not the case we use recommendations from legal advisors and industry best practise to make a decision based around our business needs. All the retention periods relating to staff and volunteers can be found in the Salford CVS retention policy which is available on request.

### **Automated decision making**

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention. No recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

### **What are my rights of access to my information?**

You have the right to ask for access to any of the personal information that Salford CVS hold about you. If you want to ask for this information please contact our data protection lead – Kirsten Robinson [data@salfordcvs.co.uk](mailto:data@salfordcvs.co.uk)

### **Your Right to Complain / Object**

You have the right to complain if you feel your information is not being used in the right way. To begin with it may be better to speak with your line manager to talk through your concerns.

If you do not want to do this details of our complaints procedure can be found [here](#)

Alternatively, you can simply contact our data protection lead – Kirsten Robinson [data@salfordcvs.co.uk](mailto:data@salfordcvs.co.uk) / 0161 787 7795

If you are still not satisfied with your response from Salford CVS you also have the right to raise a complaint with the Information Commissioner's Office. For further details on this and your information rights please visit the Information Commissioner's Office Website [HERE](#)

### **Changes to policy**

Salford CVS will review this statement on a regular basis and the updated document will be circulated to staff and made available on our website.