

TOWER HAMLETS FRIENDS AND NEIGHBOURS

Employee Privacy Notice

As your employer, Tower Hamlets Friends and Neighbours (THFN) needs to hold and process information about you and your circumstances. Some of this information is personal data; this means it can be used to identify you. The law gives you rights around what happens to this personal information.

This Privacy Notice is for existing employees and for job applicants. It tells you who we are, what information we will collect, how we will use it, how we will keep it and who we will share it with.

About THFN

THFN is a charity which provides befriending and advocacy services to older vulnerable people in Tower Hamlets in Tower Hamlets and the surrounding area.

THFN is a Data Controller registered with the Information Commissioner's Office. The registered office is St Margaret's House, 21 Old Ford Road, London E2 9PL.

If you have any concerns about how we use your information, or wish to exercise any of your rights set out below, you should contact the Operations Manager on 020 8983 7979.

What information we process about you and why

This is the information we will collect/process and how we will use it:

Category	Purpose
Your name, date of birth and contact details (address, phone numbers, email address)	To keep records of you as an employee of the company as required by the Department for Work and Pensions (DWP). To keep in touch with you if necessary if you are away from work for any reason, for example on sick leave or maternity/paternity leave.
Application form / CV	To demonstrate that the recruitment process has been carried out fairly
Proof of qualifications	To demonstrate eligibility for certain job roles, in accordance with the job description and our recruitment policy
Next of kin*	To contact in an emergency
National Insurance Number*	Required by DWP and HMRC for payment of salary, pension, National Insurance Contributions and income tax.
Your photograph*	For your security pass / id badge
Bank details*	To pay your salary and settle expense claims
Pension arrangements / benefits*	So that we can pay your pension from your salary
Gender	To monitor whether we are employing a diverse range of people. To monitor gender pay equality.

Disability, ethnic origin**	You don't have to provide this information if you don't want to but we use it to monitor equality of opportunity Your ethnicity may be relevant for certain projects which are focused on particular ethnic groups
Physical / mental health issues or mobility problems**	To make sure we provide you with appropriate support, at your request.
Reasons for medical absence / sickness record*	To keep a record of sickness absences in line with our policy To refer you to Occupational Health or Rehab Works
Languages spoken	To meet the needs of clients
Records of performance and annual reviews*	To monitor performance
Records of disciplinary action, grievances etc*.	To maintain a record of your employment in line with our policies
Records of investigations, for example breaches of THFN's policies*	To monitor compliance with policies and deal with any breaches
Your use of IT systems*	To monitor your use of IT systems in line with THFN's acceptable use, data protection and other policies and identify any breaches
Settlement agreements, record of tribunals*	To provide evidence for any settlement payments
Disclosure Barring Service checks	A legal requirement for all jobs with THFN
Proof that you are entitled to work in the UK e.g. birth certificate, passport, household bill or bank statement etc.	To confirm that you have the right to work in this country
Details of courses attended and other learning and development opportunities; certificates and assessment results*	To maintain a record of your learning and development

*Only relevant for employees

** Some of the information that we collect is sensitive in nature i.e. it is considered to be in a special category - your health and support needs (physical/ mental health issues or mobility problems), and ethnic origin. You do not have to provide this information and we can only use it with your consent.

Keeping your information

For employees, we will usually keep this information for the duration of your employment with THFN and for six years after you have left. We may occasionally have to retain it for a longer period if there are any outstanding issues.

For job applicants who are not offered employment, we will usually keep your information for not longer than 6 months from the date of application.

We will store your information securely in computer systems or in certain circumstances in hard-copy / paper files kept in locked cabinets. We will securely dispose of all information when it is no longer necessary for the purposes of your employment or job application.

Who we will share your information with

In order to fulfil our responsibilities as an employer, we will share some or all of the information we hold about you with:

- Other companies that deliver services on behalf of THFN, for example our payroll and pensions providers or an occupational health adviser if a referral is required.
- Solicitors, in the event of a tribunal case
- Government agencies and regulators, for example HMRC and the DWP
- We may share your information with the police for the prevention and detection of crime, including fraud and benefit fraud.

In order to obtain funding for our work, we may share details of your roles, experience and qualifications with actual and potential funders. Usually this will be done anonymously but occasionally names may be given, particularly for more senior roles

For higher paid senior staff, we may legally be required to publish some information about your remuneration in our annual report.

We only share the minimum amount of personal data necessary to enable us to fulfil our obligations.

We will not sell your personal data.

Lawful basis for collecting and processing your information

The law says that we have to meet a legal condition before we can process (including sharing) your personal data. The conditions which apply for the personal data that we process for employees are:

For the performance of a contract: as your employer

Necessary for compliance with a legal obligation: for example, in relation to employment law, including paying your pension, tax and National Insurance, providing information to the Department of Work and Pensions, establishing your right to work in the UK.

Necessary for the administration of justice or for the exercise of functions conferred under an enactment: for example, to provide information to a tribunal or funding authorities

Necessary to protect the vital interests of the individual: for example, to contact your next of kin in the event of an accident at work

Our legitimate interests: this allows us to process your personal information and where necessary share it with our partners for managing our business operations including our own administrative purposes or to ensure compliance with THFN policies. Examples of this would be in relation to monitoring use of our IT equipment, our internet service and emails. We only share the minimum amount of data necessary to fulfil the business purpose and under strict conditions to ensure your privacy rights are maintained.

Where we need to process **special category personal information** that is not related to a legal requirement or necessary to administer your employment, we will ask you for your explicit consent.

Statutory or contractual requirements

Most of the personal data that we hold about you is processed in order to fulfil a **contractual obligation** (between THFN as the employer and you as the employee) or a **statutory obligation** (legal requirements imposed by the DWP and HMRC in relation to tax, NI, pension etc.)

Failing to provide your personal data would mean that we would be unable to employ you.

Your rights

You have the following rights set out in law concerning your personal information – the right to:

- be informed about how we process your personal data (which is why we have developed this Privacy Notice);
- have access to a copy of the personal information we collect and keep (known as a Subject Access Request);
- have inaccurate or incomplete personal data rectified;
- restrict processing of your personal data in certain circumstances, for example when you are contesting the accuracy or you object to the processing;
- object to processing for direct marketing or for the company's legitimate interests or performance of a task in the public interest, or for purposes of scientific/historical research and statistics
- have your personal data erased in certain circumstances where there is no compelling reason to continue processing it;
- data portability to enable you to receive a copy of your personal data in a machine readable format, allowing you to move, copy or transfer personal data easily to another company;
- claim compensation for damages caused by a breach of the Data Protection Act (this can only be done via the Courts); and
- at any time, withdraw your consent for THFN to use or share your special category personal information where you have previously given us your consent for this.

Automated decision making

THFN does not use automated decision making to make decisions about employees or applicants.

Questions and concerns

If you have any questions about the way in which we collect, process and store your information, or if you want to exercise any of the rights listed above, please speak to the Operations Manager or the Chief Executive.

Right to lodge a complaint

If you have concerns about the way in which THFN has handled your information you can speak to the independent Information Commissioner's Office. Go to <https://ico.org.uk/concerns/> for more details or phone 0303 123 1113.