



Staff Privacy Notice March 2023

Policy Statement

St Crispin's Out of School Care Association is an after-school club based at St Crispin's School in Edinburgh. During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the organisation. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our staff, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to our staff?

We will collect, hold, share, or otherwise use the following information about our staff:

- Personal information (such as name, address, home and mobile numbers, personal email address, employee number, national insurance number, and emergency contact details)
- Contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details)
- Work absence information (such as number of absences and reasons; including information regarding physical and/or mental health, holiday records)
- Qualifications / training courses attended and any other training records
- Performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records, and any complaints)
- Other information such as pension arrangements, time and attendance records, information in applications made for other posts within the organisation, criminal records information; including the results of Protecting Vulnerable Groups (PVG) checks, details in references St Crispin's OOSCA receives or provides to other organisations, any images taken of staff members to be used for organisational purposes such as for the provision of identification passes.

We may also use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, trade union membership, information about health and or well-being.

These types of personal data are subject to additional requirements.

Where do we get information from about our staff?

A lot of the information we have about our staff comes from the individuals themselves.

However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, Disclosure Scotland, other professionals we may engage (such as our insurance administrators), other members of staff, students or their parents, and publicly available resources including online sources.

Why do we use this information?

We will process the personal data of our staff for the following reasons:

1. Where we are required by law, including:
 - To comply with the law regarding data sharing (see further below)
 - To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS (See our *Equal Opportunities for Employers Policy*).
 - To comply with legal requirements in relation to equalities and non-discrimination
 - To comply with the law regarding Protecting Vulnerable Groups.
2. Where we are required by any contract with our staff, such as employment contracts, including:
 - To make payments to our staff, such as salary payments
 - To deduct tax and National Insurance contributions
 - To make a decision about recruitment
 - To check individuals are legally entitled to work in the UK.
 - Administering employment contracts
 - Conducting performance reviews
 - Making decisions about salary and compensation
 - Liaising with pension providers
3. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
 - To enable the development of a comprehensive picture of organisation's staff.
 - To inform the development of recruitment and retention policies
 - To safeguard our service users and other individuals
 - To ensure safe working practices
 - In the interests of ensuring equal opportunities and treatment
4. Where we otherwise have the consent of the individual

Whilst the majority of processing of personal data of our staff will not require consent, we will inform individuals if their consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data of our staff for the following reasons:

1. To carry out our legal obligations in relation to employment law, where this is in accordance with our *UK GDPR and Data Protection Policy*
2. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment as per our *Equal Opportunities for Employees policy*, where this is in accordance with our *UK GDPR and Data Protection Policy*.
3. For the purposes of providing information to occupational health services in order to assess an individual's working capacity and/or the need for reasonable adjustments for example after a period of ill health where adjustments must be made for the individual to return to work.
4. Where we otherwise have an individual's explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where it is not possible to seek your written consent.

Failure to provide this information

If employees fail to provide information to us then this may result in us being unable to fulfil the employment contract, or we may be prevented from complying with our legal obligations.

How long will we hold information in relation to our staff?

We will hold information relating to our staff only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our *Record Retention Policy*.

Storing your information

It is very important that only people who need to use your information can see it. St Crispin's OOSCA keeps your information safe by:

- Storing paper documents in locked filing cabinets in a locked office
- Electronic records are secured with encryption and passwords.

Who will we share information with about our staff?

We may share information about our staff with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes.
- Third parties such as payroll providers, to enable them to provide a fair and effective service to the organisation, and government agencies such as HMRC and DWP regarding tax payments and benefits.
- Other professional advisors including legal and HR consultants; for example, in cases of insurance claims or disciplinary procedures.

We may also in the cases of emergency and/or for the purposes of safeguarding, share information about you with the named person, and public bodies such as Social Care Direct, and the Emergency services.

Rights of our staff in relation to their personal data

You have the right to request access to personal data that we hold about you, subject to a number of exceptions.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified.
- Restrict processing of your personal data
- Have your data transferred to another organisation.
- Claim compensation for damage caused by a breach of your data protection rights.

Please see our *UK GDPR and Data Protection Policy* for further information regarding your rights to access the personal information we hold about you. If you want to exercise any of these rights, then you should contact the Data Protection Officer at the information provided at the end of this document.

The law does not oblige St Crispin's OOSCA to comply with all requests. If St Crispin's OOSCA does not intend to comply with the request, then you will be notified of the reasons why in writing as soon as possible, in the timelines set out in the *UK GDPR and Data Protection Policy*.

Concerns

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer at the details below.

However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact the St Crispin's OOSCA Data Protection Officer at the following details:

Anne-Katrin Weston
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