

Fair Processing Notice (How we use employee information)

This notice explains what information we collect, when we collect it, and how we use this.

During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

- 1.** Shettleston Housing Association Limited (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z6445890 and we are the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be sent to Jo Farren, Corporate Services Manager in the first instance.

- 2.** We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):

- | | |
|---|---|
| (a) Name | (j) Absence information |
| (b) Date of Birth | (k) Next of Kin |
| (c) Address | (l) Emergency Contact and GP’s details |
| (d) Telephone Number | (m) Salary information |
| (e) E-mail address | (n) Bank Account details |
| (f) NI number | (o) GP medical requests/letters of health related appointments |
| (g) Personal characteristics such as gender and ethnic group | (p) Passport/ Driving Licence |
| (h) Medical information relevant to your employment | |
| (i) Qualifications and training record | |

3. We collect and use the above information and personal data for:
 - a. Administration of contracts of employment
 - b. Payment of salaries
 - c. Recruitment and selection
 - d. Pensions and associated benefits, appraisal, training and development
 - e. Membership of professional bodies
 - f. SHR annual return
 - g. PVG Checks for any relevant post

4. We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:
 - To assist in the recruitment process of staff members;
 - To allow your pension provider to process pensions information and handle your pension;
 - To allow your electronic payslips to be produced and issued to you;
 - To obtain employment law advice;
 - To HMRC, DWP and other third party agencies;
 - If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

5. Your information will only be stored within the UK and EEA.

In the event that any third party with whom we share your information with stores that information out with the UK and EEA we, where necessary, will ensure that the appropriate arrangements are in place in relation to the transfer and storage of data within the territory it is sorted.

6. When you give us information we take steps to make sure that your personal information is kept secure and safe.

We hold a physical copy of your personnel file which is stored securely and access is restricted.

We also hold a copy of your personnel file electronically. Access is restricted to the HR and Organisational Manager, IT Administrator and the Executive Team. Paper copies are also currently held in a secure locked cabinet.

7. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines are available to staff on request and mentioned in the Association's Privacy Policy.

8. You have the right at any time to:
 - Ask for a copy of the information about you held by us in our records;
 - Object to, or request that we restrict, the processing of your personal data;
and
 - Require us to correct any inaccuracies in your information
9. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact Jo Farren, Corporate Services Manager.

You have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your personal and contact details.