Nabida Care Management
Staff Privacy Notice

PRIVACY NOTICE FOR STAFF

This privacy notice details what we do with your personal information when you work for us.

Our Contact Details

Nabida Care Management

Telephone: 01604 624 469 / 01604 627 857

What information we collect and use, and why

Staff Recruitment, Administration and Management

We collect the following personal information for **Staff Recruitment, Administration and Management**:

- Contact details (e.g. name, address, telephone number or personal email address).

- Date of birth.

- National Insurance number.

- Gender.

- Photographs (e.g. staff ID card).

- Copies of passports or other photo ID.

- Copies of proof of address documents (e.g. bank statements or bills).

- Marital status.

- Next of kin or emergency contact details.

- Employment history (e.g. job application, employment references or secondary employment).

- Education history (e.g. qualifications).

- Right to work information.

- Details of any criminal convictions (e.g. DBS checks).

- Performance records (e.g. reviews, disciplinary records, complaints, or disciplinary action).

- Training history and development needs.

- Monitoring employees' IT use.

- CCTV images.

We also collect the following information for **Staff Recruitment, Administration and Management**:

- Health information.

Our lawful basis for collecting and using personal information for **Staff Recruitment, Administration and Management** are:

- Consent.

- Contract.

- Legal Obligation.

Salaries and Pensions

We collect the following personal information for **Salaries and Pensions**:

- Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns).

- Time spent working (e.g. TOIL records)

- Expense, overtime or other payments claimed.

- Leave (e.g. sick leave, holidays or special leave).

- Maternity, paternity, shared parental, adoption and neonatal leave and pay.

- Pension details.

- Bank account details.

- Payroll records.

- Tax status.

- Trade Union membership.

We also collect the following information for **Salaries and Pensions**:

- Health information.

Our lawful basis for collecting and using personal information for **Salaries and Pensions** are:

- Contract.

- Legal Obligation.

Staff Health and Wellbeing

We collect the following personal information as part of **Staff Health and Wellbeing**:

- General health and wellbeing information.

- Occupational health referrals and reports.

- Sick leave forms or fit notes (e.g. Statement of Fitness for Work from a GP or hospital).

- Accident at work records.

- Access needs or reasonable adjustments.

We also collect the following information for the purpose of monitoring **Staff Health and Wellbeing:**

- Health information.

Our lawful basis for collecting and using personal information for **Staff Health and Wellbeing** are:

- Consent.

- Contract.

- Legal obligation.

Where we get personal information from

We collect your information from the following places:

- From staff members directly.

- Referees (external or internal).

- Occupational Health and other health providers.

- Pension administrators or government departments (e.g. HMRC and DWP).

- Staff benefit providers.

- CCTV images (from internal CCTV systems).

- DBS Providers.

- Training Providers.

How long we keep information

If you accept employment with us, we will keep an employee record for the duration of your employment. At the end of your employment, your employee record is archived. Your complete employee record is then kept in the archive for 6 years.

At the end of the 6-year retention period, your employee record will be reviewed and, unless otherwise identified, destroyed.

From this point forward, your information (e.g. name, employment dates, position, salary, reason for leaving) will be kept as a summary record only.

Who we share information with

In some circumstances, we may share information with the following organisations:

- Training suppliers.

- HMRC.

- Employee benefit schemes.

- Health and benefit suppliers.

- HR consultancy.

- External auditors.

Data processors

We use data processors for the following reasons:

- To provide HR advice and guidance.
- To complete payroll functions.
- To provide and maintain our IT infrastructure and services.

Your data protection rights

Under data protection law, your rights include:

- Your right of access - You have the right to ask us for copies of your personal data.

- Your right to rectification - You have the right to ask us to correct personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

- You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, or Subject Access Request (SAR), please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint