

## Privacy Schedule for Employees

This schedule sets out the details of our processing of personal information of our employees.

Employees who are members of the Trust's existing or former pension scheme should also refer to the relevant pension scheme provider privacy notices.

### What Information We Collect About You

Depending on the circumstances, we may hold and process some or all of the following about you:

- Your name, date of birth and gender
- Your address and contact details, including email address and telephone number
- The terms and conditions of your employment with the Trust
- Details of your qualifications, skills, experience and employment history (including start and end dates) with previous employers and with the Trust
- Information regarding your remunerations, including entitlement to benefits such as pensions or insurance cover
- Payment information (such as credit card and bank details)
- Expenses details (including travel and accommodation whilst working for the Trust)
- How you would like to hear from us
- Your bank account details and national insurance number
- Information regarding your marital status, next of kin, dependents and emergency contacts
- Information about your nationality and entitlement to work in the UK (including a copy of your passport and/or work visa)
- Details on any unspent convictions
- Your driving licence endorsements and driving convictions (where you drive a vehicle for work)
- Your work schedule and attendance at work
- Your trade union affiliations (where membership fees are deducted from payroll)
- Periods of leave taken, including holiday, sickness absence, family leave and sabbaticals and the reasons for that leave
- Details of any disciplinary or grievance procedures in which you have been involved whilst working at the Trust
- Assessments of your performance at the Trust, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence
- Information regarding your medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

### How Do We Use Your Information

The data may be collected in a variety of ways. For example: through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

Personal data may also be collected about you from third parties, such as references supplied by former employers and information from criminal records checks where appropriate for the role.

Data will be stored in a range of different places, including in your personnel file and in the Trust's information management.

We process personal information for the purposes of: administration, workforce planning and forecasting, recruitment, payments and benefits, performance management, career development and succession planning, adhering to our policies and procedures, responding to legal claims, maintaining and promoting workplace equality and programmes of work.

In addition, we may process sensitive personal information (known as special category data) such as information relating to your health or medical condition if it is needed for legitimate business reasons (such as determining your physical ability in the workplace environment) or if it is required to comply with applicable law (such as determining the extent of the reasonable adjustment the Trust is required to make in discharging its duty as an employer under the Equality Act 2010). Sensitive personal information will not be collected, processed or transferred, except where adequate privacy protection mechanisms are in place.

## **Legal Basis of Personal Information Processing**

We will be processing your personal information to fulfil the obligations of your employment contract that you have entered with us. For example, we need to process your data to provide you with an employment contract, to recruit you, pay you in accordance with your employment contract (including deductions for trade union subscription, additional holiday purchase, pensions, cycle-to work allowance and childcare vouchers) and to administer relevant benefits and entitlements.

In some cases, we will be processing your personal information to fulfil our legal obligations. For example, we will be processing your right to work in the UK through information such as passport data or visa information, proof of address and national insurance. We will also use data to deduct tax, to comply with health and safety laws and to enable colleagues to take periods of leave to which they are entitled. We will be processing some special categories of personal data, such as information about health or medical conditions.

We may process some categories of your personal information where there is a legitimate business interest to do so and where there are adequate privacy protection mechanisms in place.

Processing information about ethnic origin, sexual orientation, health or religion or belief, allows us to carry out equal opportunities monitoring and informs our HR strategy.

We will be processing some employee personal data which relates to certain employee benefits (e.g. life assurance) as part of our obligations under your employment contract.

Other employee benefit providers (e.g. private medical health insurance) should inform you of their privacy policies when you sign up for those benefits.

## **How We Share This Data**

Your information may be shared internally, including with members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

The Trust shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers, obtain necessary criminal records checks from the Disclosure and Barring Service. The Trust may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances, the data will be subject to confidentiality arrangements.

We also share your data with the following third parties that process data on our behalf:

- external recruitment services providers
- banking services providers, external payroll provider and pension administrator

- external occupational health and private medical health insurance providers
- company car and motor insurance providers
- external corporate travel providers
- IT hosting partners
- external legal advisors, employer's insurance policy providers and loss adjustors
- external auditors and other consultants and research companies (including employee survey providers)
- regulators (e.g. Companies House, Charity Commission)