

Privacy Schedule for Employees

This schedule sets out the details of our processing of personal information of our employees, ex-employees, contractors, apprentices, agency staff and student placement 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.

It is important that you read this section of our privacy schedule together with the main section of our [privacy policy](#). This is so that you are fully aware of how your information is used and your individual rights.

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
- Your photograph or imagery from video recordings (individually or in a group)
- 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 Information relating to any health and safety reports, including incidents and investigations, that you have reported or been involved with including medical or health conditions resulting from the incident
- Information about your use of our information and communications systems.
- If you are an agency worker, we will only hold your name, role, expected start date, end date, email and address, phone number. The agency you work for will hold the rest of your personal information. Agency manage relationship.
- Employee engagement survey responses
- Drug and alcohol test results
- Information relating to accidents or incidents

How 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 workplace online forms and applications via your work phone, laptop or other smart device; 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 safety and 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). We may also carry out random drugs and alcohol testing to ensure that you are physically able to carry out your duties at work or drive, and/or operate machinery where this forms part of your duties at work and generally able to perform duties. Sensitive personal information will not be collected, processed, or transferred, except where adequate privacy protection mechanisms are in place.

We may monitor your use of our information and communication systems to ensure compliance with the Trust's IT and Acceptable Use policies. We are committed to respecting individual users' reasonable expectations of privacy concerning the use of our IT systems and equipment. However, we reserve the right to log and monitor such use in line with our IT and Acceptable Use policies.

Any targeted monitoring of staff will take place within the context of our disciplinary procedures.

We process personal data of agency workers for the purpose of allowing them to work for the Trust and to record training.

We use your responses from employee engagement surveys to help us identify how we can improve your experience of working at the Trust.

Photographs, film, written story/audio of employees can be used externally, for example, on social media, a presentation or on the website. Social media platforms include but are not limited to LinkedIn and YouTube.

If you are involved in a near miss or a health and safety incident on Trust property or whilst at work, we will collect data relating to you and the incident in order to investigate and improve our working practices and the areas we have open or accessible to the public, staff, or volunteers within the Trust.

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.

The Trust has a legal obligation to respond to Data Subject Access Requests under the UK GDPR and DPA 2018. To comply with these requests, the Trust must exhaust all information held, including that contained in employee's emails, OneDrive, Teams and SharePoint in order to ensure that a complete response of all of their personal information is provided. In order for the Trust to provide this the information, we may use a Microsoft tool to interrogate our systems for these documents and correspondence, rather than relying on individuals to provide the information by manually searching their records themselves.

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.

When the Trust gathers information relating to health and safety near misses or incidents, we are relying on legal obligation for the collection of this data and the processing of it to investigate and improve our estates.

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.

Processing information about incidents, accidents and near misses allows us to carry out health and safety monitoring and informs our Health and Safety strategy.

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

Random testing for drugs and alcohol where there is a legitimate business interest to do so and to fulfil health & safety obligations. The testing will be limited to those employees with high-risk activities as part of their role.

To monitor the use of our information and communication systems, legitimate interest of ensuring proper usage and network security of Trust IT systems.

If you are an agency worker, we process your personal data to fulfil the needs of our contract with the agency in which you work for.

The Trust has a legitimate interest to process employee's personal data as a photograph, film, written story/audio. If you do not wish to be captured in these activities, you have the right to opt-out.

We may also process imagery via recorded meetings where we have a legitimate interest to do so. If a virtual meeting is being recorded, you will be informed of steps you can take to ensure you are not captured in the recording e.g., by turning your camera off and adding questions to the comment box.

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, members of the health and safety (including legal) team 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 and may use third parties to also provide certain parts of our staff services for us. In those circumstances, the data will be subject to confidentiality arrangements, and they cannot do anything with your personal information unless we have instructed them to do so.

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)
- Agents or service providers who work for us or provide services to us
- Hampton Knight Drug & Alcohol testing
- External partners to communicate and promote our activities. Therefore, your personal data such as photograph, film, written story/audio may be shared with partner agencies involved in the promotion of Trust

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