

This privacy notice tells you what to expect us to do with your personal information when you work or volunteer at St Anne's Community Services.

**If you have any concerns or questions, please contact us:**

**Email:** [governance@st-anne.org.uk](mailto:governance@st-anne.org.uk)

**Post:** Unit 5 Fountain Court, 12 Bruntcliffe Way, Morley, Leeds, LS27 0JG, GB

**Telephone:** 0300 102 5151

## **1.0 What information we collect use and why**

### **Staff recruitment, administration and management**

We collect or use the following personal information as part of **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
- Right to work information
- Next of kin or emergency contact details
- Employment history (e.g. job application, employment references or secondary employment)
- Education history and qualifications
- Details of any criminal convictions
- Political, conflict of interest or gift declarations
- Security clearance details (e.g. basic checks and higher security clearance)
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use
- CCTV footage or other recordings

We also collect or use the following special category information for **staff recruitment, administration and management**. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Health information
- Sexual orientation information

### **Salaries and pensions**

We collect or use the following personal information as part of **managing 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. timesheets)
- Expense, overtime or other payments claimed
- Leave (e.g. sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status

We also collect or use the following special category information for **managing salaries and pensions**. This information is subject to additional protection due to its sensitive nature:

- Trade Union membership
- Health information (e.g. sickness absence)

### **Staff health and wellbeing**

We collect or use the following personal information for **managing 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

- Protected Characteristics (as defined by the Equality Act 2010 for the purpose of equal opportunities monitoring)

We also collect or use the following special category information for **managing staff health and wellbeing**. This information is subject to additional protection due to its sensitive nature:

- Health information

## **2.0 Lawful basis and data protection rights**

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful basis in the UK General Data Protection Regulation (GDPR). You can find out more about lawful basis on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the [ICO's website](#):

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exceptions which means you may not receive all the information you ask for.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay, and in any event within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **Our lawful basis for the collection and use of your data**

Our lawful basis for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Our legitimate interests are:

- St Anne's Community Services processes certain categories of employee and volunteer's personal data under the legitimate interest basis as defined in Article 6(1)(f) of the UK General Data Protection Regulation (UK GDPR).
- The processing is necessary to:
  - Manage the employment relationship effectively.
  - Comply with statutory and regulatory obligations.
  - Ensure the safety and wellbeing of staff and service users.
  - Support organisational operations and service delivery.
- The processing is essential for the stated purposes, and it is proportionate and does not override your fundamental rights and freedoms. Appropriate safeguards are in place, including confidentiality agreements, secure systems, and adherence to our Data Protection Policy.
- Consent is not generally used for employment-related processing because of the inherent imbalance of power between employer and employee, which means consent cannot be considered freely given in most circumstances.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful basis for collecting or using personal information as part of **managing salaries and pensions** are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful basis for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Our legitimate interests are:

- St Anne's may process health-related personal data to manage staff health and wellbeing in accordance with our duty of care and legal obligations under health and safety and employment law.
- This processing is necessary to support risk assessments, sickness absence management, occupational health referrals, and wellbeing initiatives. We rely on legitimate interest as the lawful basis under Article 6(1)(f) UK GDPR, combined with the employment condition under Article 9(2)(b) for special category data. This is because the processing is essential for organisational operations and does not override your rights and freedoms.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

### **3.0 Where we get personal information from**

We collect your information from the following places:

- Directly from you
- Employment agency
- Schools, colleges, universities or other education organisations
- Referees
- Security clearance providers
- Occupational Health and other health providers
- Pension administrators or government departments (e.g. HMRC and DWP)
- Trade Unions
- Staff benefit providers
- Public sources (e.g. LinkedIn or other websites)
- CCTV footage or other recordings

## How long we keep information

Information about how long we keep your information is outlined in our Records Management, Data Retention & Archiving Policy.

## Who we share information with

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

- HMRC
- Employee benefit schemes
- Occupational Health providers

## 4.0 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>

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