
Employee Privacy Notice

The reasons why we use your personal data

During the course of its employment activities, YMCA East Surrey collects, stores and processes personal information about prospective, current and former staff.

This Privacy Notice covers employees (and former employees), workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

YMCA East Surrey takes the processing of your personal data seriously. Please be assured that your information will be used appropriately in line with data protection legislation, will be stored securely and will not be processed unless the requirements for fair and lawful processing can be met.

What information do we collect?

In order to carry out our activities and obligations as an employer we handle data in relation to:

- Equality and Diversity Data or Special Category Data (including gender, gender/recognition orientation, race, ethnicity, sexual orientation, religion)
- Contact details such as names, addresses, telephone numbers, email addresses and Emergency contact(s)
- Marital status and dependants
- Employment records (including professional membership, information on application forms, references and proof of eligibility to work in the UK and DBS security checks)
- Bank details
- Salary, annual leave and pension details
- Medical information including physical health or mental condition (occupational health information)
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Disciplinary, grievance, complaints, accidents, and incident details

The Equality and Diversity Data (Special Category Data) is collected for anonymous statistical reporting only.

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

How we are allowed to use your personal data

- Staff administration and management (including payroll, performance and building security)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Crime prevention and prosecution of offenders

- Education
- Health administration and services
- Information and databank administration
- Research and statistical analysis

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing.

Your information is never collected or sold for direct marketing purposes.

What is the legal basis for processing your information?

We have a legal basis to process your data as part of your contract of employment (either permanent or temporary) following data protection and employment legislation.

When will we seek your consent?

On occasions where we do not have a contract or legal obligation we will seek your explicit consent to process your personal and sensitive data in accordance the Data Protection Act 2018.

Who we share your personal data with

There are a number of reasons why we share information. This can be due to:

- Our obligations to comply with legislation
- Our duty to comply any Court Orders which may be imposed

Any disclosures of personal data are always made on case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

We may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

Use of Third Party organisations

To enable effective staff administration, YMCA East Surrey may share your information with external companies to process your data on our behalf in order to comply with our obligations as an employer. The following services are currently provided by third party organisations:

- Processing of payroll including absence recording with an outsourced payroll bureau
- Pension provider
- The reporting of Health and Safety accidents and incidents
- Training, including provision of an electronic learning management system

Please rest assured that these organisations comply with all relevant data protection legislation in handling your data.

Your Rights

Under data protection legislation, you have the right:

- To be informed why, where and how we use your information
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the processing of your information.
- To ask us to copy or transfer your information from one IT system to another (data portability) in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making and profiling)

Retention of data

Your information will be kept for seven years after termination of employment (or 6 months after closing date of role for unsuccessful applicants), unless special circumstances apply.

Other information

For further information on our privacy notices, please see Data Protection Policy.