

APPENDIX 1 - Human Resources

(a) Employees

How do we collect information about you?

The information we hold about you is primarily information you provided when applying for your job, supplemented by information generated in the course of your employment.

We will collect this information in a variety of ways, including directly from you and from third parties as outlined below:

- Recruitment agencies
- Former employers or other referees
- Professional bodies relevant to your profession
- Credit Reference Agencies
- Disclosure Scotland
- Occupational Health providers
- HMRC, DWP and other statutory agencies

What type of information is collected from you?

- Your name, address, contact details
- Unique personal identifiers, eg date of birth, photographs
- Your attendance at HSGNNL
- Personal data provided by you for a specific purpose, eg disability
- Copies of passports, visas and any other documentation required to ensure compliance with Home Office requirements
- Details of your education and qualifications
- Your application
- Job title, grade and salary
- Reporting and managerial responsibilities
- Details of your career
- References
- Your contract of employment
- Performance reviews
- Disciplinary, grievance and capability procedures
- Accidents at work
- Details about any medical conditions
- Details of any training received
- Time and attendance details
- Bank account details for salary and pension purposes
- Audio recording of your interview (if applicable)
- Video recording of your interview (if applicable)
- Interview tests/results

Sensitive personal data held

We require to use some personal data that is considered under data protection law to be 'special category data', for example, in relation to your health or ethnicity. We also use some other data which you may consider to be sensitive such as financial information. The information we hold is that which you provide to us (eg you may give us information when you applied for your role, or in response to staff surveys).

Records may contain:

- Individual demographic information in compliance with legal requirements (such as marital status, national identifier, passport/visa information, nationality, citizenship, military service, disability, work permit, gender)
- Health issues requiring adaptations to your working environment
- Leaves of absence such as maternity leave, sickness absence etc
- Health and safety incidents, accidents at work and associated records

How and why is your information used?

We are required to use your personal data for various legal and practical purposes for the administration of your contract of employment, without which we would be unable to employ you. Holding your personal data enables us to meet various administrative and legal obligations (eg for tax purposes).

How long is your information kept for?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy. Data will be securely destroyed when no longer required. Where you exercise your right to erasure, we will continue to maintain a core set of personal data (name, dates of employment and date of birth) to ensure that we do not contact you or process your data again inadvertently in future, and to maintain your record for employment record purposes.

We reserve the right to judge what information we must continue to hold to be able to fulfil our contract with you.

Who has access to your information?

Personal data, including sensitive personal data, may be shared with members of staff, including Trustees, who legitimately need the information to carry out their normal duties to support your time with us. We endeavour to ensure that special category personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without obtaining your consent. This will only occur in compliance with data protection law if it is necessary to protect your vital interests or the vital interests of another person, or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations. We may disclose certain personal data to third parties. These third parties, and the purpose for sharing the information, are set out below:

- Relevant data may be shared with your next of kin but only with your consent or in an emergency
- Relevant data may be shared with the Home Office, UK Visas and Immigration for the purpose of proving eligibility to work in the UK
- Data may be shared with reputable “data processors” for the purpose of sending communications, eg staff surveys
- With your permission we may share information about you for publicity and marketing purposes online, in print and on social media

Otherwise, we do not share data with any third party, except as allowed for in other Privacy Notices or required by law, for example with HMRC, DWP, police or courts. We do not sell your personal data to third parties under any circumstances or permit third parties to sell on the data we have shared with them.

Lawful processing

The lawful basis for processing your personal data is necessary for the performance of your employment. There is a contractual requirement for you to provide much of the information detailed. Without this we are unable to fulfil our obligations, which could result in termination of contract.

(b) Trustees and volunteers

How do we collect information about you?

The information we hold about you is primarily information you provided when applying for a volunteer/Trustee role. Further information may be recorded during your time with us.

We will collect this information in a variety of ways, including directly from you and from third parties as outlined below:

- Former employers or other referees
- Professional bodies relevant to your profession
- Credit Reference Agencies
- Disclosure Scotland
- Occupational Health providers
- HMRC, DWP and other statutory agencies

What type of information is collected from you?

- Your name, address, contact details
- Unique personal identifiers, eg date of birth, photographs
- Your attendance at HSGNNL
- Personal data provided by you for a specific purpose, eg disability, medical conditions
- Copies of passports, visas and any other documentation required to ensure compliance with Home Office requirements
- Your application
- References
- Supervision notes
- Accidents at work
- Details of any training received
- Time and attendance details
- Bank account details for expenses purposes
- Interview tests/results

Sensitive personal data

We require to use some personal data that is considered under data protection law to be 'special category data', for example, in relation to your health or ethnicity. We also use some other data which you may consider to be sensitive such as financial information. The information we hold is that which you provide to us (eg you may give us information when you applied for your role, or in response to staff surveys).

Records may contain:

- Individual demographic information in compliance with legal requirements (such as marital status, national identifier, passport/visa information, nationality, citizenship, military service, disability, work permit, gender)
- Health issues requiring adaptations to your working environment
- Leaves of absence such as maternity leave, sickness absence etc
- Health and safety incidents, accidents at work and associated records

How and why is your information used?

We are required to use your personal data for various legal and practical purposes for the administration of your volunteering role.

How long is your information kept for?

We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with our Data Protection Policy. Data will be deleted when no longer required.

Who has access to your information?

Personal data, including sensitive personal data, may be shared with members of staff, including Trustees, who legitimately need the information to carry out their normal duties to support your time with us. We endeavour to ensure that special category personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without obtaining your consent. This will only occur in compliance with data protection law if it is necessary to protect your vital interests or the vital interests of another person, or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the police for prevention or detection of crime, or to meet statutory obligations. We may disclose certain personal data to third parties. These third parties, and the purpose for sharing the information, are set out below:

- Relevant data may be shared with your next of kin but only with your consent or in an emergency
- Relevant data may be shared with the Home Office, UK Visas and Immigration for the purpose of proving eligibility to work in the UK
- Data may be shared with reputable “data processors” for the purpose of sending communications, eg staff surveys
- With your permission we may share information about you for publicity and marketing purposes online, in print and on social media

Otherwise, we do not share data with any third party, except as allowed for in other privacy notices or required by law. We do not sell your personal data to third parties under any circumstances or permit third parties to sell on the data we have shared with them.

Lawful Processing

The lawful basis for processing your personal data is necessary for a legal obligation to which HSGNNL is subject, for example, compliance with workplace health and safety law or charity law. There is a legal obligation for you to provide much of the information detailed. Without this we are unable to fulfil our obligations.

(c) Job Candidates

How do we collect information about you?

As part of our candidate application and recruitment process, we collect, process, and store personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application, assessment, pre-employment checks and your worker permissions.

We will collect this information in a variety of ways, including directly from you and from third parties as outlined below:

- Former employers or other referees
- Credit Reference Agencies
- Disclosure Scotland

What type of information is collected from you?

A full list of the information we may process can be found in Schedule 1 below. The following are some examples:

- Personal details such as name, address, date, and place of birth
- Work history/job data, previous employers, positions, dates
- Compensation (salary, benefits, bonuses)
- Education and work history, including professional qualifications and skills
- Employer feedback/references, to include regulated references where necessary
- Nationality, Visa, right to work information (eg passport, National Insurance number)
- Results of pre-employment checks, such as PVG
- Assessment results, such as results from any interview exercise, or video or telephone assessment

During the process we also capture some personal data that is considered under data protection law to be 'special category data' about you, eg disability information. We do this in order to make reasonable adjustments to enable all candidates to apply for jobs with us, to be able to take online/telephone assessments or interviews, to attend interview/assessment centres, and to ensure that we comply with regulatory obligations about hiring.

How and why is your information used?

To manage your application, we need to process certain personal information about you. The purposes for this are set out below. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements, so not all the purposes set out below will apply to you all the time.

- Application: application form, name, address, employment history, academic and professional qualifications, age, diversity, (ie gender, ethnicity, disability, sexual orientation), nationality, previous disciplinary matters
- Assessment: interview (face to face, telephone, or video), exercise or test
- Pre-employment: Right to work in the UK, qualifications, references

How long is your information kept for?

For unsuccessful candidates, personal information will be retained for 12 months following the recruitment process. For successful candidates all personal information collected as part of the recruitment process will be transferred to an employee personnel file and will be retained for six years following termination of employment.

Who has access to your information?

The recruitment process will involve:

- Assessing and progressing your application
- Assessing your suitability (skills, strengths, and behaviours) for the role
- Activities needed to complete on-boarding and screening processes should your application be successful

To enable these processes your personal information may be shared internally. The information shared is limited to what is required by each individual to perform their role in the recruitment process. Your personal information may be shared with the following:

- The hiring manager
- The line manager
- The interview panel
- The HR manager
- The IT manager (if application successful)
- Finance (if application successful)

Our HR and recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss, or destruction of personal information does not occur. This is done in line with the Data Protection and Confidentiality Policies.

Lawful Processing

Pre-employment checks

As part of the recruitment and selection process we will carry out pre-employment checks. These checks are only performed on candidates who have been selected for a role. You will be notified before pre-employment checks are carried out.

Processing conditions

Our entitlement to process your personal information is governed under data protection law by several processing conditions. This means we may rely on more than one of these conditions to process elements of your personal information throughout the recruitment process.

- We will process your personal information where it is required by law or regulation, or it is in the legitimate interest of the applicant or our organisation.
- During the course of your application, it may also be necessary for us to process your sensitive personal information as per the detail in Paragraph 2 above or Schedule 1 below.

Schedule 1 - full list of the information that we may process

- Name, work, and home contact details
- Date and place of birth
- Education and work history
- *Individual demographic information in compliance with legal requirements (such as marital status, national identifier, passport/visa information, nationality, citizenship, military service, disability, work permit, gender)
- *Health issues requiring adaptations to working environment
- Job title, grade, and job history
- Employment contract related information (including compensation, location, hours of work etc)
- Reporting and managerial relationships
- *Leaves of absence (such as maternity leave, sickness absence)
- Photographs
- Disciplinary/grievance records
- Time and attendance details

- Bank account details for salary payment purposes
- Expenses, such as travel and expenses
- Skills and qualifications
- Training history and plans
- Results of original and ongoing employee screening (where relevant)
- *Health and safety incidents, accidents at work and associated records
- Face to face interview notes
- Audio recordings of interviews
- Video recordings of interviews
- Interview test/exercise results

*These categories of information might potentially include some special category personal information. Special category personal information is collected where we have a legal obligation to do so or if you choose to disclose this to us during the course of your relationship with us.

(d) Referees

How do we collect information about you?

Your personal details have been provided to us by another person (eg job/Trustee/volunteer applicant) who has indicated you as a referee. We must have a legal basis for processing your personal data. We will only use your personal data in accordance with the terms of our Privacy Notice.

What type of information is collected from you?

- Name
- Name and address of company, position, and relationship to applicant (when providing an employment reference)
- Personal address and relationship to applicant (when providing a personal or character reference)
- Telephone number and/or email address

How and why is your information used?

We will collect your personal data and process your personal data for the purpose of obtaining references.

How long is your information kept for?

We will retain your personal data along with the applicant's data for as long as is necessary for the following periods of time:

Where the applicant is unsuccessful

If the applicant is unsuccessful after you have provided a reference the data will be kept for 12 months. The electronic data will then be deleted and the paper data confidentially shredded.

Where the applicant is successful

If the applicant is successful, the data will be transferred to their personnel file which will be kept for 6 years after the end of their employment. The electronic data will then be deleted and the paper data confidentially shredded.

Who has access to your information?

Where we need to share your personal data, we require the recipients to treat your information as confidential and ensure the continued protection of your data whilst in their possession. We will process your personal data with the following recipients:

- a) The hiring manager
- b) The line manager
- c) The HR manager
- d) Third party, where necessary, to protect the applicant's vital interest, eg emergency services

Lawful Processing

The legal basis we rely upon when processing your personal data is legitimate interest, ie to fulfil our recruitment requirements, which obtaining references is a vital part of, to ensure we are recruiting the best and most reliable people for our organisation.