



## **Internal Privacy Notice**

Rochdale and District Mind is registered with the Information Commissioner's Office (ICO) as part of the Data Protection Act 2018. We're committed to collecting, storing and processing personal information in line with UK Data Protection Law and the General Data Protection Regulation (GDPR). We look to prevent data theft, unauthorised access and disclosure by implementing the latest technologies and software, which help us to safeguard all of the information we collect.

For the purposes of this privacy notice, the term 'staff' includes:

- applicants
- employees
- workers, including contracted staff and agency workers
- volunteers
- trainees
- apprentices
- work experience placements

We reserve the right to update this privacy notice at any time, and we'll notify you with a new privacy notice if we make any substantial updates. From time to time, we may also let you know about the processing of your personal information in other ways.

### **Types of information we collect**

#### **Personal information**

This is information that identifies you, like your name or contact details.

It's important that the personal information we hold about you is accurate and up to date.

Please let us know if your personal information changes.

#### **Special category personal information**

Some of the information we collect is special category data, or sensitive data, which can include:

- your race or ethnicity
- religious beliefs
- trade union membership
- health, including physical and mental health
- sexual orientation and gender
- criminal convictions
- disabilities

Extra safeguards are applied to special category information, and we must be able to demonstrate a legitimate reason to hold and use it.

## **Laws on information processing**

Rochdale & District Mind will only process your personal information where we are able to do so by law, under the legal basis available through the Data Protection Act 2018 and General Data Protection Regulation 2016 (GDPR).

The legal bases to collect and process your information are:

- entering into and managing our employment contract
- legal obligations where processing is necessary for compliance, for example, informing HMRC of your tax and National Insurance contributions
- To protect your vital interests – such as emergency contact details;

Where we process sensitive personal or special categories of data about you, we will ensure this is done only where one of the following conditions applies:

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller, or the data subject, in the field of employment and social security and social protection law.

## **When we collect information about you**

### **If you apply for a job**

When you apply for a position with Rochdale & District Mind you will give us relevant information about you which includes:

- personal contact details
- details of your skills, qualifications, employment history, experience, and professional membership (if relevant), and training history
- referee details

### **If you are invited to interview**

During recruitment and selection, we will collect additional information like:

- correspondence, interview notes, and results of any tests you're asked to complete as part of the selection process
- copies of qualifications and certificates
- pre-employment checks, including referees
- your nationality and immigration status, to confirm your eligibility to work in the UK
- your national insurance number, tax and bank details
- remuneration, including salary and entitlement to benefits
- criminal record
- ethnicity, gender, health, religion or sexual orientation
- publicly available information, like your social media presence

### **If you become an employee**

If you are employed by us, we may collect additional information like:

- your image, for security and ID badges
- education and training history
- appraisal and performance reviews
- your performance, sickness absence and other work related matters
- personal data recorded as a normal part of your work activity

- data relating to employee relations, like disciplinary proceedings or complaints
- Driving Licence & Insurance Document

### **Why we collect your information**

We will use your information to administer your employment and associated functions. Your information may be shared between relevant colleagues who need the information to carry out their duties, like your line manager, Office Manager or Senior Management.

We use staff data to meet our legal obligations as an employer, which include:

- recruitment and selection
- maintaining staff records, including payroll, benefits, travel and other reimbursable expenses, development and training, absence monitoring, performance appraisal, conduct, management progress, disciplinary and grievance process and complaints, pensions administration, and other general admin and human resource related processes
- monitoring equal opportunities
- providing facilities, like IT systems access
- managing safe environments and fitness to work
- managing human resources process, like sickness pay, managing absence, parental leave, and workforce planning
- occupational health and wellbeing services
- service quality monitoring
- compliance with visa requirements

We maintain electronic and paper records that relate to your recruitment and employment. This information is held centrally on Rochdale & District Mind Sharepoint system . All paper files are securely stored and only relevant staff will be able to access this information.

### **Data sharing with third parties**

We may disclose personal and sensitive information to a variety of recipients when:

- there's a legal obligation to share
- it's necessary for the performance of your employment contract
- you have consented to the sharing

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 disclosed to those agencies and bodies who have a need to know, when there is a lawful basis to do so.

Your contact details may be shared where there is a legitimate reason to do so and this is appropriate to your role and responsibilities, and recipients may include:

- our employees, agents and contractors where there is a valid reason for them receiving the information, including external payroll by DTE Business Advisers and Now Pension Scheme.
- professional and regulatory bodies in relation service reviews and the confirmation of conduct, including complaints, job description and information provided as part of the recruitment process
- government departments and agencies where we have a statutory obligation to provide information, like HMRC and the Department of Health
- third parties who work with us to provide staff support services, like Employment Law Advice via Rradar and Employee Assistance including counselling via Tameside, Oldham and Glossop Mind.
- internal and external auditors
- courts and tribunals
- relatives or guardians of an employee

## **Your rights**

When it comes to personal data held about you by Rochdale & District Mind, you have the right to:

- request access
- request the correction of inaccurate or incomplete information, subject to certain safeguards
- request that your information is deleted or removed where there is no need for us to continue processing it, and when the retention time has passed
- to ask that we restrict the use of your information, based on personal circumstances
- to withdraw your consent for the collection, processing and transfer of personal information for a specific purpose
- to object to how your information is used

Further information about these rights can be obtained from the [Information Commissioner's Office](#).

### **How to access your personal data**

If you require copies of personal information held by Rochdale & District Mind, speak to your line manager or the Data Protection Officer.

### **More information**

If we can't resolve your concern, you have the right to lodge a complaint with the [Information Commissioner's Office](#)