

Privacy Notice

Policy author	Fiona Rae
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1. PURPOSE

CFINE is committed to protecting the privacy and security of your personal information and this privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulations (GDPR).

This notice applies to current and former employees, workers and contractors and does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

CFINE is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

2. APPLICATION

This policy is applicable to all CFINE employees, volunteers, and beneficiaries.

3. RESPONSIBILITIES

The Chief Executive Officer (CEO) or person so designated by the CEO is responsible for the implementation of the Diversity, Inclusion and Equal Opportunities Policy.

Employees and volunteers are responsible for complying with the letter and spirit of this policy and for reporting any breaches of the policy to their line manager / senior management.

4. PROCEDURE

We will comply with data protection law. This states that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.

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5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

4.1 The Type of Information we will hold

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, contact details (including email address and telephone number(s))
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Start date
- Location of employment or workplace
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Copy of driving licence (where applicable)
- Compensation history
- Performance information including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence
- Details of any disciplinary and/or grievances you have been involved in including any warnings issued to you and related correspondence
- Photographs
- CCTV footage
- Details of other periods of leave including sickness absence, family leave and sabbaticals

We may also collect, store and use the following "special category" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records, [including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- Trade Union membership
- Information about criminal convictions and offences
- DBS Checks

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4.3 How is your personal information collected?

We collect personal information about employees, workers and contractors through the application and recruitment process. We may sometimes collect additional information from third parties including former employers as part of our reference process, this may include information from criminal records checks permitted by law.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

Data is stored in a range of different places, including in your personnel file, in the organisation's HR Management System and in other IT systems (including the organisation's email system).

4.4 How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you and meet our obligations under that contract i.e. we need to process your data in order to pay you and provide your benefits.
2. Where we need to comply with a legal obligation i.e. to make sure we have checked and confirmed your legal entitlement to work in the UK.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests i.e. for recruitment and promotion processes or to hold emergency contact information in relation to you. When we are processing based on legitimate interest, we will review this in order to ensure your fundamental rights do not override those interests

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest (or for official purposes).

4.5 Situations where we will use your personal information

We need all the categories of information listed earlier in this Policy, this is primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment and determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Paying you and, if you are an employee, deducting tax and National Insurance contributions
- Providing benefits to you and liaising with your benefits providers, including your pension provider(s)
- Administering the contract we have entered into with you
- Business Management and planning, including accounting and auditing
- Conducting performance reviews and managing performance

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- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Dealing with legal disputes involving you and other employees'/workers, including accidents at work
- Making decisions about your continued employment or engagement
- Education, training and development requirements
- Managing sickness absence and ascertaining your fitness to work
- Complying with health and safety obligations
- To prevent fraud
- To monitor your use of our information and communication systems to ensure appropriate use in line with our IT policies
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To conduct data analytics studies to review and better understand employee retention and attrition rates

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

4.6 If you fail to provide information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our employees).

4.7 Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

4.8 Sensitive Personal Information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. To carry out our legal obligations and in line with our data protection compliance.
2. To assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
3. Where it is needed in the public interest, such as for equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express

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consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Less commonly, we may process this type of information in relation to legal claims or to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

4.9 Employer Obligations

We may use your particularly sensitive personal information in the following ways:

- We may use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- We may use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

4.9.1 Consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

4.9.2 Automated Decision Making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

4.9.3 Data Access & Sharing

Your information will be shared internally, including HR and recruitment colleagues, payroll, your line manager, managers in the business area in which you work and IT staff if access to any of the data is necessary for the performance of their roles.

We may have to share your data with third parties, including third-party service providers and other entities in the group. We require third parties to respect the security of your data and to treat it in accordance with the law.

We do not transfer your data to countries outside the European Economic Area (EEA).

4.9.4 Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

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4.9.5 Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents). The following activities are carried out by third-party service providers: pension administration, benefits provision and administration, IT services, Occupational Health and HR Services.

4.9.6 How secure is my information with third-party service providers

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our written instructions.

4.9.7 What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

5.0 Data Security

The Company takes the security of your data very seriously and has an internal policy and controls in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees and 3rd party providers in the legitimate performance of their duties.

Measures include mandatory password protection on pc's and laptops, all designed to protect the security of your information. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

5.1 Data Retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in from the CEO or the DCEO. To determine the appropriate retention period

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for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee or an associate of CFINE we will retain and securely destroy your personal information in accordance with our Retention and Deletion Policy.

6.0 Rights Of Access, Correction, Deletion, And Restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

6.1 Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, please review the Subject Access Request Policy for further information.

If you want to object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, you should send details in writing to Fiona Rae, DCEO.

No fee usually required

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You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances, further information can be obtained in our Subject Access Request Policy.

6.2 What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

6.3 RIGHT TO WITHDRAW CONSENT

In the limited circumstances where we may have requested that you provide your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact frae@cfine.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

6.4 THE RIGHT TO LODGE A COMPLAINT

If you have a concern about the way we have handled your personal data and we have not resolved this to your satisfaction, you do have the right to contact the Information Commissioner's Office (ICO) and can find all details on their website www.ico.gov.uk.

6.5 CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Fiona Rae, Depute Chief Executive, frae@cfine.org

I, _____ (employee/worker name), acknowledge that I have received a copy of [the Company's] Employee Privacy Notice and that I have read and understood it.

Signature _____

Date: _____