



# Owl Club

## Staff Privacy Notice

At Owl Club we respect the privacy of our employees and volunteers. The personal information that we collect about you is used only to manage your employment with us and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

### The information we collect, process, hold and share include:

- Personal information (such as name, date of birth, passport number, employee number, national insurance number)
- Address, email addresses and telephone number(s)
- Emergency contact names and contact number(s)
- Bank account details
- Special categories of data including characteristics information such as gender and age
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications and training undertaken
- Relevant medical information
- DBS details (date, reference number, notes)
- Appraisal (supervision) and work performance information

### Why we collect and use this information

We use the above information to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Comply with the Club's Safeguarding policies and procedures
- Enable individuals to be paid
- Meet the relevant requirements of employment

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your employment, the Club and other relevant news.

### Collecting this information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain club workforce information to us or if you have a choice in this.

### Storing this information

Any information that you provide to us is kept secure for duration of your employment with the Club and data that is no longer required\* is erased after you leave our employment.



**Who we share this information with**

We will only share personal information about you with another organisation if we:

- have a safeguarding concern that relates to you; or
- are required to by government bodies or law enforcement agencies; or
- engage a supplier to process data on our behalf; we currently use Community Accountancy Service Limited to process our payroll; or
- Occupation Health Services; or
- have obtained your prior permission.

We do not share information about Club staff members or volunteers with anyone without consent unless the law and our policies allow us to do so.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to the information about you that we hold about yourself, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to employ you if we do not have sufficient information about you
- even after you have left our employment, we have a statutory duty to retain some types of data for specific periods of time\* so we can't delete everything immediately.

If you have a concern about how we are collecting, storing and using your information, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*\* We do need to keep certain types of data (such as accident and wage records) for set periods of time after your employment ends, but we delete as much personal data as we can as soon as possible.*