

PRIVACY NOTICE: STAFF & VOLUNTEERS



WHO WE ARE

The Hospice of St Francis is a registered charity (Charity No. 280825) and a company limited by guarantee (company No. 1507474). The Hospice of St Francis Trading Limited (company No. 06140240) is a wholly-owned subsidiary of the charity. Both the Charity and the Trading Company are data controllers under Data Protection law.

The Hospice collects, stores & processes personal information about prospective, current & former staff, including applicants, employees (and former employees), workers (casual & contracted), volunteers, trainees & those carrying out work experience.

WHAT DATA DO WE COLLECT ABOUT YOU?

The personal data we collect, store & process in relation to employment, volunteering & training enables us to meet out our duties as an employer including meeting regulatory & statutory obligations. It is provided to us by individuals at the point of application for a role at the Hospice or by the agency where we engage agency staff.

The types of personal data we collect include the following:

- Personal demographics (including gender, date of birth, ethnic origin, sexual orientation, religion or belief)
- Contact details such as names, addresses including email, telephone numbers & emergency contacts
- Employment records (including professional registrations, insurance details, references, proof of eligibility to work in the UK, proof of qualifications & security checks)
- Bank details & NI number
- Pension details
- Medical information including health conditions (occupational health records)
- Information relating to health & safety including accidents & incidents
- Vehicle registration numbers & driving licence and insurance details
- Offences (including alleged offences), criminal proceedings, outcomes & sentences
- Employment Tribunal applications & complaints
- Any information you may send to us e.g. cvs or enter onto our website

When you use our website we use tools like google analytics & cookies to collect information; please refer to our Privacy Policy on the website for further information <http://www.stfrancis.org.uk/about-us/privacy-policy>

HOW WE USE THE DATA WE COLLECT ABOUT YOU

We use your personal data for a number of purposes including the following:

- Processing job enquiries and completing recruitment processes;
- Internal administrative purposes including administering pay and pensions, health requirements, your contract of employment or other employment matters;
- Managing our car park & hospice vehicles
- Delivering our services as an employer;
- Business management and planning;
- Accounting and auditing
- Complying with laws & regulations.

Our staff are trained to handle your information correctly and protect your confidentiality and privacy. We aim to maintain high standards for our record keeping and security. We do not undertake automated decision making such as profiling.

Provision of personal data is therefore part of a contractual requirement for staff or trainees or the fulfilment of a volunteer agreement at the Hospice of St Francis. Failing to provide the personal data required would consequently mean we would be unable to complete our recruitment processes and we could not engage you in a contract of employment.

PROCESSING & SHARING DATA

By law we are only allowed to process your data for one or more of the following reasons:

- You have provided consent;
- It is necessary for us to be legally compliant;
- There is a legitimate interest for us to do so (e.g. in our role as an employer).

We will not routinely disclose any information about you without your express consent. We will never share, sell, swap or rent your data to third parties for marketing purposes. We will only provide authorized parties e.g. HMRC, Health & Safety Executive, pension schemes, our childcare vouchers provider etc. with the data they need to deliver relevant services. We may be required to disclose your information for legal purposes for e.g. to law enforcement agencies or the government.

How we protect & keep your data

Your data is kept in accordance with the statutory retention periods which can be found at <https://www.orsgroup.com/department-solutions/human-resources/statutory-retention-periods>
Your data will be kept in a secure environment with access restricted to a 'need to know' basis.

HOW DO YOU UPDATE YOUR PERSONAL DATA?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change. Please contact HR@stfrancis.org.uk or phone 01442 869557 and ask for a member of the HR team.

What rights do I have over my personal data?

- Access your data by making a Subject Access Request;
- Rectify, erase or restrict your data where this is justified;
- Request transfer on your data where this is justified;
- Object to the processing of your data where this is justified;
- To object to how your information is used;
- To challenge any decisions made without human intervention (automated decision making).

If at any time you have any questions about how we are keeping and using the personal information that you give to us, please do not hesitate to ask a member of the HR team or email them at hr@stfrancis.org.uk. Alternatively you can contact our Data Protection Co-ordinator at The Hospice of St. Francis (Berkhamsted) Ltd, Spring Garden Lane, Off Shootersway, Northchurch, BERKHAMSTED, Hertfordshire HP4 3GW. Email: DPC@stfrancis.org.uk Telephone: 01442 869550 Ext 522

The Hospice of St Francis full Privacy Policy can be read on line here: <http://www.stfrancis.org.uk/about-us/privacy-policy>

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