**CVA Staff Privacy Notice**

As an employer Croydon Voluntary Action (CVA) must meet its contractual, statutory and administrative obligations. We are committed to ensuring that the personal data of our employees is handled in accordance with the principles set out in the Commissioner’s Guide to Data Protection.

This privacy notice tells you what to expect when CVA collects personal information about you. It applies to all employees, ex-employees and contractors. However the information we will process about you will vary depending on your specific role and personal circumstances.

The ICO is the controller for this information unless this notice specifically states otherwise. Details of our Data Protection Officer can be found here. This notice should be read in conjunction with our GDPR Data protection policy and our other policies and procedures.

**How do we get your information**

We get information about you from the following sources:

* Directly from you.
* From referees, either external or internal.
* CCTV images from our own CCTV systems.

**What personal data we process and why**

We process the following categories of personal data:

* Information related to your employment We use the following information to carry out the contract we have with you and manage our human resources processes.
* Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses.
  + Your date of birth, gender and NI number.
  + A copy of your passport or similar photographic identification and / or proof of address documents.
  + Marital status.
  + Next of kin, emergency contacts and their contact information.
  + Employment and education history including your qualifications, job application, employment references, right to work information and details of any criminal convictions that you declare.
* Location of employment (eg CVA Resource Centre).
* Security clearance details including DBS checks according to your job.
* Any criminal convictions that you declare to us.
* Your responses to staff surveys if this data is not anonymised.
* Information related to your salary, pension. We process this information for the payment of your salary, NI and pension. We also process it for the administration of statutory and contractual leave entitlements such as holiday or maternity leave.
* Information about your job role and your employment contract including; your start and leave dates, salary, any changes to your employment contract, working pattern (including any requests for flexible working).
* Details of your time spent working and any overtime, expenses or other payments claimed.
* Details of any leave including sick leave, holidays, special leave etc.
* Pension details
* Your bank account details, payroll records and tax status information.
* Trade Union membership for the purpose of the deduction of subscriptions directly from salary.
* Details relating to Maternity, Paternity, Shared Parental and Adoption leave and pay. This includes forms applying for the relevant leave, copies of MATB1 forms/matching certificates and any other relevant documentation relating to the nature of the leave you will be taking.
* Information relating to your performance and training. We use this information to assess your performance, to conduct pay reviews and to deal with any employer / employee related disputes. We also use it to meet the training and development needs required for your role.
* Grievance and investigations to which you may be a party or witness.
* Disciplinary records and documentation related to any investigations, hearings and warnings/penalties issued.
* Whistleblowing concerns raised by you, or to which you may be a party or witness. •

**Information relating to monitoring**

We use this information to assess your compliance with corporate policies and procedures and to ensure the security of our premises, IT systems and employees.

* Information about your access to data held by us for the purposes of criminal enforcement if you are involved with this work.
* Information derived from monitoring IT acceptable use standards.
* Photos and CCTV images.

**Information relating to your health and wellbeing and other special category data**

We use the following information to comply with our legal obligations and for equal opportunities monitoring. We also use it to ensure the health, safety and wellbeing of our employees.

* Health and wellbeing information either declared by you or obtained from health checks, eye examinations, occupational health referrals and reports, sick leave forms, health management questionnaires or fit notes i.e. Statement of Fitness for Work from your GP or hospital.
* Accident records if you have an accident at work.
* Details of any desk audits, access needs or reasonable adjustments.
* Information you have provided regarding Protected Characteristics as defined by the Equality Act for the purpose of equal opportunities monitoring. This includes racial or ethnic origin, religious beliefs, disability status, and gender identification and may be extended to include other protected characteristics. Lawful basis for processing your personal data

**Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR**:

* Article 6(1)(b) which relates to processing necessary for the performance of a contract.
* Article 6(1)(c) so we can comply with our legal obligations as your employer.
* Article 6(1)(d) in order to protect your vital interests or those of another person.
* Article 6(1)(f) for the purposes of our legitimate interest.

**Special category data**

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

* Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
* Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
* Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.
* Article 9(2)(f) for the establishment, exercise or defence of legal claims.

We may also share information about you with third parties including government agencies and external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

**Your rights in relation to this processing**

As an individual you have certain rights regarding our processing of your personal data, including a right to lodge a complaint with the Information Commissioner as the relevant supervisory authority.

You can request your personnel file by emailing [Christine.double@cvalive.org.uk](mailto:Christine.double@cvalive.org.uk)

You can also make a verbal request for your information. You will not be able to take away your physical file. We will consult internally with members of staff who might hold personal data about you.

**Our current data processors are listed below.**

Bright HR

Peninsula

Microsoft Office 365

Blue Marble Payroll