

Rural Stirling Housing Association Limited

Fair Processing Notice (How we use employee information)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

1. Rural Stirling Housing Association Limited (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z9221223 and we are the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be sent to enquiries@rsha.org.uk, in the first instance.

2. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):
 - (a) Name
 - (b) Date of Birth
 - (c) Address
 - (d) Telephone Number
 - (e) E-mail address
 - (f) NI number
 - (g) Personal characteristics such as gender and ethnic group
 - (h) Medical information relevant to your employment
 - (i) Qualifications and training record

- (j) Absence information
- (k) Next of Kin
- (l) Emergency Contact details
- (m) Salary information
- (n) Bank Account details
- (o) Passport details
- (p) Tax code
- (q) Pregnancy related information
- (r) Name of any children (for administration of childcare voucher payments)
- (s) Health & safety related matters, such as accident details and resulting injuries.
- (t) GP medical requests/ letters of health related appointments

3. We collect and use the above information and personal data for:

- a. Administration of contracts of employment
- b. Carrying out investigation and disciplinary proceedings where required
- c. Processing requests for flexible working and other staff benefits
- d. Payment of salaries
- e. Processing payments in respect of childcare vouchers
- f. Recruitment and selection
- g. Pensions and associated benefits, appraisal, training and development
- h. Membership of professional bodies
- i. SHR annual return
- j. Disclosure checks

4. We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To assist in the recruitment process of staff members;
- To allow your pension provider to process pensions information and handle your pension;
- To allow your electronic payslips to be produced and issued to you ;
- To obtain employment law advice
- To refer you to occupational health practitioners
- To training providers
- To HMRC, DWP and other third party agencies
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

5. We aim to store your information within the UK and EEA. We will alert you to any changes that will have a significant impact on the storage and transfer of your data.

From time to time data may be transferred outside the UK and EEA. In the event that your data is processed out with the UK or EEA we will ensure that adequate safeguards are in place to protect the security and integrity of that data.

6. When you give us information we take steps to make sure that your personal information is kept secure and safe.

We ensure that all personal data is stored securely, and transmitted securely when passing on to third parties. Access to personnel files is limited to our HR function and line managers.

7. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our Privacy policy within the staff handbook.

8. You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Object to, or request that we restrict, the processing of your personal data; and
- Require us to correct any inaccuracies in your information

9. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact us at enquiries@rsha.org.uk.

You have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.