

Dear Applicant

**Data Protection Privacy Notice**

The new law on Data Protection came into force on 25 May 2018. It affects all people associated with our Organisation including job applicants. I enclose a Data Protection Privacy Notice for Job Applicants which you should read carefully and keep in a safe place as it contains important information about:

* who collects personal information about you;
* which information we collect and how and why we do so;
* how we use the information and who we may share it with;
* where we may hold your personal information;
* how long we may keep your information;
* your rights to correct and access your information about some of the matters listed above;

and

* how to complain if we get things wrong and cannot resolve them for you.

The reason we are sending you this notice is to make sure we comply with legislation governing data protection. As a consequence of the legislation, we will not be relying on your ‘general’ consent to us processing your personal information as a legitimate basis on which to undertake that processing.

We wish to maintain our open and transparent approach in relation to the protection of personal information. Please therefore do not hesitate to contact David Redpath, Chief Executive Officer, by email at dredpath@carfonline.org.uk who will be pleased to help with any queries you might have.

Yours sincerely



David Redpath

Chief Executive Officer

Enclosed – Data Protection Privacy Note for Job Applicants

**Data Protection Privacy Notice for Employees**

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

**Who collects the information?**

CARF (the 'Organisation') is a 'data controller' and gathers and uses certain information about you. Where the Organisation is also a 'data processor', we will process information received from third parties about you.

**Data Protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

**About the information we collect and hold**

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out below with other parties, such as external contractors and our professional advisers and potential purchasers of some or all of our organisation or on a re-structuring. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators and/or our funders as is necessary or required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

**Where information may be held**

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. Details on how we share information is included within this notice. We have security measures in place to seek to ensure that there is appropriate security for information we hold. Primarily in lockable cabinets, specified access rights and computer.

**How long we keep your information**

We keep your information during and after your employment, and for no longer than is necessary for the purposes for which the personal information is processed. Further details on this can be found in our Retention Policy.

**Your rights to correct and access your information and to ask for it to be erased**

Please contact the Chief Executive Officer who can be contacted at dredpath@carfonline.org.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Chief Executive Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The Chief Executive Officer will provide you with further information about the right to be forgotten, if you ask for it.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

**Changes to what we do**

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

**How to complain**

We hope that the Chief Executive Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

**Schedule relating to the information we collect and hold**

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| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Your name, contact details (i.e. address, home and mobile phone numbers, e-mail address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers)**  | From you  | • To enter into/perform the employment contract • Legitimate interest: to maintain employment records and good employment practice  | • To enter into/perform the employment contract  |
| **Details of salary and benefits, bank/building society, National Insurance and tax information, your age**  | From you  | • To perform the employment contract including payment of salary and benefits • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice  | • To ensure you receive the correct pay and benefits • Information shared with our funders/auditors and with HM Revenue & Customs (HMRC)  |
| **Details of your spouse/partner and any dependants**  | From you  | • To perform the employment contract including employment-related benefits, e.g. private medical insurance, life assurance and pension  | • To ensure you receive the correct pay and benefits • Information shared with our funders and with HM Revenue & Customs (HMRC)  |
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information**  | From you and, where necessary, the Home Office  | • To enter into/perform the employment contract • To comply with our legal obligations • Legitimate interest: to maintain employment records  | • To carry out right to work checks • Information may be shared with the Home Office  |
| **A copy of your driving licence**  | From you  | • To perform the employment contract • To comply with our legal obligations • To comply with the terms of our insurance  | • To ensure that you have a clean driving licence • Information may be shared with our insurer  |
| **Details of your pension arrangements, and all information included in these and necessary to implement and administer them**  | From you, from our pension administrators Fife Council and (where necessary) from your own pension fund administrators  | • To perform the employment contract including employment-related benefits • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice  | • To administer your pension benefits and/or to comply with our auto-enrolment pension obligations• Information shared with our pension administrators Fife Council and with our funders, auditors and HMRC  |
| **Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)**  | From you, from your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators  | • To perform the employment contract including employment-related benefits • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices  | • To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits • To comply with our legal obligations to you as your employer • Information shared with your doctors, with medical and occupational health professionals and with HR providers we engage and with our insurance benefit administrators • For further information, see \* below  |
| **Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs**  | From you  | • To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment) | • To comply with our equal opportunities monitoring obligations and to follow our policies • For further information, see \* below  |
| **Criminal records information, including the results of Disclosure Scotland and Disclosure and Barring Service (DBS) checks**  | From you, CRBS/Disclosure Scotland and the DBS  | • To perform the employment contract • To comply with our legal obligations • For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty) | • To carry out statutory checks • Information shared with CRBS/Disclosure Scotland, DBS and other regulatory authorities as required • For further information, see \* below  |
| **Information on grievances raised by or involving you**  | From you, from other employees and from consultants/professional advisors we may engage in relation to the grievance procedure  | • To perform the employment contract • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice  | • For staff administration, to follow our policies and to deal with grievance matters • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time  |
| **Information on conduct issues involving you**  | From you, from other employees and from consultants/professional advisors we may engage in relation to the conduct procedure  | • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices  | • For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time  |
| **Details of your appraisals and performance reviews**  | From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process  | • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices  | • For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time  |
| **Details of your performance management/improvement plans (if any)**  | From you, from other employees and from consultants/professional advisors we may engage in relation to the performance review process | • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices  | • For staff administration and assessments, to follow our policies and to monitor staff performance • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time  |
| **Details of your time and attendance records**  | From you and from, time management system  | • To perform the employment contract • Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences  | • For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage  |
| **Information in applications you make for other positions within our organisation**  | From you  | • To enter into/perform the employment contract • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice  | • To process the application • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time  |
| **Information about your use of our IT, communications and other systems**  | Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, remote access systems, e-mail and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records. Also includes but is not exhaustive such as data loss prevention tools, next-generation firewalls, unified threat management systems, transport layer security, mobile device management systems  | • Legitimate interests: • to monitor and manage staff access to our systems and facilities • to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage • to ensure our business policies, such as those concerning security and internet use, are adhered to • for operational reasons, such as maintaining employment records, recording transactions, training and quality control • to ensure that commercially sensitive information is kept confidential • to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with • for security vetting and investigating complaints and allegations of criminal offences• for statistical analysis• to prevent unauthorised access and modifications to our systems • as part of investigations by regulatory bodies, or in connection with legal proceedings or requests  | • To protect and carry out our legitimate interests (see adjacent column) • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to time • For further information, see \*\* below  |
| **Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)**  | From relevant websites and applications  | • Legitimate interests: • to monitor and manage staff access to our systems and facilities • to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage • to ensure our business policies, such as those concerning security and internet use, are adhered to • for operational reasons, such as maintaining employment records, recording transactions, training and quality control • to ensure that commercially sensitive information is kept confidential • to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with • for security vetting and investigating complaints and allegations of criminal offences• as part of investigations by regulatory bodies, or in connection with legal proceedings or requests  | • To protect and carry out our legitimate interests (see adjacent column) • Information shared with relevant managers, HR personnel and with consultants/professional advisors we may engage from time to • For further information, see \*\* below  |
| **Details in references about you that we give to others**  | From your personnel records, our other employees  | • To perform the employment contract • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice  | • To provide you with the relevant reference • To comply with legal/regulatory obligations • Information shared with relevant managers, HR personnel and the recipient(s) of the reference  |

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information marked with an asterisk (\*) above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as your contractual sick pay and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments, or to provide these benefits.

\* Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offenses are set out in the policy on processing 'special categories of data' (i.e. sensitive personal data).

\*\* Further information on the monitoring we undertake in the workplace and how we do this is available in our IT suite of policies available from our IT Manager or the intranet as of May 2018.