

**Blackwood Homes and Care
Fair Processing Notice – Employees
(How we use your personal information)**

This information sheet explains what information we collect, when we collect it and how we use this. During the course of your employment 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.

Blackwood Homes and Care (“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 [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679, together with any domestic data protection laws which may come into force. We collect and use personal data for a variety of reasons.

Blackwood is registered as a Data Controller with the Office of the Information Commissioner (registration number Z5644613). This means that we are responsible for ensuring that any personal data that you provide to us is protected.

Our Data Protection Officer is Head of Business Services, who can be contacted at 0131 317 7227. Any questions relating to this information sheet and our privacy practices should be sent to the Head of Business Services at info@blackwoodgroup.org.uk.

How we collect information from you and what information we collect

We collect the following information either directly from you or from third parties (including Employment Agencies), either at application stage or when you join the organisation:

- Name;
- Date of Birth;
- Address;
- Telephone number and e-mail address;
- National Insurance number;
- Personal characteristics such as gender and ethnic group;
- Qualifications;
- Absence information including, Occupational Health and Medical reports;
- Vaccination records;
- Emergency contact details;

- Disclosure information including Rehabilitation of Offenders, Protecting Vulnerable Groups Membership Scheme (PVG).

Why we need this information about you and how it will be used

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

- Administration of contracts of employment;
- Payment of salaries;
- Recruitment and selection;
- Pensions and associated benefits, appraisal, training and development;
- Membership of professional bodies;
- Compliance with Health & Safety obligations.

Sharing of Your Information

We may disclose 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 process your monthly salary payments;
- 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.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Transfers outside the UK and Europe

Your information will only be stored within the UK and Europe. Where information is transferred outside the UK or Europe we will ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. This is through controlled access, password protection and ensuring personal data is minimised. For further information, please see the Data Protection Policy.

How long we will keep your information

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 Type | Retention Period & Reference |
|---------------------------------------------------------------------------|--------------------------------------------------------------------|
| Employment Files, including copies of notices to employee (e.g. P45, P60) | 50 years after last date of payment of salary (Insurance Policy) |
| Redundancy details and record of payments and refunds | 12 Years (Chartered Institute of Personnel and Development (CIPD)) |
| Payroll Records – Tax and National Insurance, Maternity, Sick Pay/ | 6 years (CIPD) |
| Application Forms, Interview Records | 1 year (CIPD) |
| Application Forms from non-shortlisted candidates | 6 months (CIPD) |
| Return of pension fund contributions | Permanently |
| Pension Records | 12 years after benefits cease |
| Inland Revenue Approvals | Permanently |
| Disclosure documentation (e.g. PVG, DBS) | Whilst in employment |

Our full retention schedule is available in our Data Protection Policy, available on the Blackwood website (<http://blackwoodgroup.org.uk/blackwood-policies>).

Your Rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Require us to correct any inaccuracies in your information.

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: info@blackwoodgroup.org.uk.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

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.