**West Whitlawburn Housing Co-operative**

**Fair Processing Notice**

(How we use employee information)

This notice applies to all current and former employees, applicants, workers, volunteers and contractors.

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. West Whitlawburn Housing Co-operative (WWHC) (“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 UK GDPR and Data Protection Act of 2018 (the 2018 Act), together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner under registration number **Z5990754** and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is WWHC’s Director.

Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer.

1. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment/Recruitment Agencies, pensions services):

* Name
* Date of Birth
* Address
* Telephone Number
* E-mail address
* NI number
* Personal characteristics such as gender and ethnic group
* Qualifications
* Absence information
* Medical information
* Next of kin / emergency contact information
* Professional bodies
* Driving licence and insurance details
* Trade union membership
* Equality monitoring information
* CCTV images
* Passport details
* Training records

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

* Administration of all aspects of contracts of employment
* Ensuring compliance with the terms of your contract including managing performance and conduct, making decisions about continued employment, and managing absence
* Payment of salaries and pensions
* Recruitment and selection processes
* Pensions and associated benefits (including auto enrolment), appraisal, training and development
* Membership of professional bodies
* Legal entitlement to work in the UK
* Contacting you
* Implementation of all of your terms and conditions of employment
* Ensuring compliance with legal and regulatory obligations with which WWHC needs to comply
* Carrying out business management and planning
* Arranging the termination of our working relationship
* Health and safety
* Inform your contacts in the event of sickness, accident or other emergency
* To pay your Trade Union membership dues
* Operation of childcare voucher schemes

1. 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 process your salary payments;
* HMRC for tax and salary information
* Health and Safety Executive to satisfy legislative or regulatory requirements
* To allow your pension provider to process pensions information and handle your pension;
* To allow your electronic payslips to be produced and issued to;
* 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;
* To make referrals to, and discuss with, health professionals and occupational health providers;
* To obtain advice from our professional advisors and regulators;
* To our service providers including IT and telecoms
* Any person specified by you, where you ask us to provide a reference to that person
* Other third parties necessary to comply with the law

We do not envisage taking any decisions about you based solely on automated processing which have a legal or similarly significant effect on you.

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

* Paper copies are kept in a secure locked filing cabinet with access restricted to senior staff members
* Restricted computer access
* Suppliers and service providers are required to comply with General Data Protection Regulation requirements

Our information is presently stored within the UK/EEA. We do not intend to transfer your personal information to any country outside of the EEA or to any international organisation.

Where information is transferred outside the UK we ensure that there are adequate safeguards in place to protect your information in accordance with this notice, including a decision by the ICO that the third country has adequate safeguards or details of appropriate security provisions that are in place.

6. 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 legal, accounting or reporting requirements, or as set out in any relevant contract we have with you.

We will retain all of your personal information during your engagement and fora minimum period of 5years after termination to allow us to establish, exercise or defend legal claims with the exception of the following:

We will delete out of date contact, emergency contact, and bank account details whenever you provide us with updated details.

Data retention guidelines on the information we hold is provided in the data retention schedule included in our Privacy Policy.

7. You have the right at any time to:

* Ask for a copy of the information about you held by us in our records
* Request that we restrict your data processing
* Ask us to correct any inaccuracies of fact in your information
* Data portability
* Rights related to automated decision making including profiling
* Make a request to us to delete what personal data of your we hold and
* Object to receiving any marketing communications from us

These rights are qualified and are not absolute.

8. 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 WWHC’s Data Protection Officer.

9. If you have any complaints about the way your data is processed or handled by us, please contact the Data Protection Officer.

If you remain unsatisfied after your complaint has been processed by us, 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: 0303 123 1115 Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

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| **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**. |