



## **PRIVACY NOTICE FOR Staff, Tutors, Supervisors and Trustees**

In keeping with the GDPR Requirements coming into force on May 25<sup>th</sup>, I am writing to inform you that Network holds personal and identifiable information about you, for the purposes of administering your contract of employment, or, in the case of Trustees, for meeting the requirements of Charity Law.

The legal basis for Network holding this data is "legitimate" interest, because of the reasons given above.

### **What data and information do you hold on me?**

Name, address, telephone numbers, email address, and date of birth, also CV and original application form with references. In the case of staff, next of kin and bank details. Paid staff also have annual leave and sickness records; payroll details; training and appraisal details, and disciplinary records.

### **Where do you store my personal data?**

We do not keep information about you in the i-Cloud. Electronic information is held on an intranet server. Access to our desktops and laptop computers is password protected. Any paper records are stored in a locked cabinet, with the key in a secure place.

### **Sharing your personal data**

Only your immediate Manager and the General Manager can access your work records. Your bank details are known to the Bookkeeper and to the Payroll firm which processes your salary details. For Trustees, your details are available only to the General Manager, apart from your email address which is available to all staff. We do not share your data with anyone else.

### **How long do we keep your personal data?**

We keep personal data about all those covered by this Privacy Notice, for the duration of your involvement with Network, plus 6 years.

## **The rules about how we keep and use your information**

The way we keep your information safe, and what we can do with the information, is regulated by the Data Protection Act 1998, and by new GDPR\* regulations coming into force at the end of May 2018.

we can only hold information on you if there is a legitimate interest

we can only use it for the reasons for which you gave it to us;

we cannot share it with anyone else unless there is a lawful indication to do so;

we must work to keep the information up to date and accurate;

we must keep your data safe and secure;

we must destroy it when it is no longer needed.

In addition you have a legal right to ask to see what information we keep relating to you, and we must rectify it if there are errors.

\*GDPR – general data protection regulations.

## **You have the following rights**

- The right to be informed that Network holds data on you;
- The right to access a copy of your personal data which Network Counselling and Training holds.
- The right to request that Network rectifies or corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased. This right must be held in tension with the need to administer employment requirements, and generally this right cannot be exercised in the work place.
- The right to restrict or object to our processing information about you, especially for fundraising purposes.
- The right to lodge a complaint with the Information Commissioners Office.

## **Contact Details**

For any queries or complaints, and to exercise your rights as listed above, please contact your immediate Manager, or contact Nick Ruff General Manager, Ph no. 0117-9507271 Alternatively, email [info@network.org.uk](mailto:info@network.org.uk) and make your request.

If you are not satisfied with our response, you can contact the Information Commissioners Office in the following ways:-

Phone number: 0303 123 1113.

Email: <https://ico.org.uk/global/contact-us/email/>

Write to : The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.