

Privacy Notice

For Staff, Tutors, Supervisors and Trustees



In keeping with statutory data protection requirements as per UK GDPR, Network holds personal and identifiable information about staff, tutors, supervisors and Trustees, for the purposes of administering contracts 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?

Name, address, telephone numbers, email address, date of birth, and nationality. We also hold CVs, original application forms with references.

In the case of staff, we hold bank details and payroll information, annual leave and sickness records, training and appraisal details and disciplinary records. We also hold names and contact details for next of kin.

Where do you store personal data?

Electronic information may be held on an intranet server, in Office365, in our contacts management database and our accounting software. Access to our desktops, laptop computers and all cloud based software packages is password protected, where possible using multifactor authentication. Any paper records are stored in a locked cabinet, with the key in a secure place.

Sharing personal data

A staff member’s Line Manager and the Management Team can access your work records. Your bank and payroll details are known to the Office Manager. For Trustees, your details are available only to the Management Team, 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 personal data?

We keep personal data about all those covered by this Privacy Notice, for the duration of your involvement with Network, plus six 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 UK GDPR*, which states that:

- 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 Line Manager, or contact Rita Smith, the Chief Executive.

Phone number: 0117 9507271

Email: info@network.org.uk

Write to: The Chief Executive
Network Counselling and Training Ltd
Elm Park
Filton
Bristol
BS34 7PS

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