

MHA Privacy Notice

Processing of Personal Information of Staff

staff includes: employees, volunteers, contractors, board members

Your privacy is important to Methodist Homes (MHA). This privacy notice provides information about: the personal information that MHA collects about you in relation to your contract of employment or agreement (referred to as the Contract); the ways in which your personal information may be used; and your rights. By providing us with your personal information you will be agreeing to your information being used in the ways described in this notice.

1. Personal Information Collection

Personal information is information that can be used to identify you or is about you. MHA may request from you and process the following Personal Information (P) and Special Categories of Personal Information (S):

- Name (P)
- Home address (P)
- Phone numbers (P)
- Email address (P)
- Date of Birth (P)
- National Insurance number (P)
- Bank details (P)
- Professional registration information e.g. PIN (P)
- Driving License (P)
- Equal Opportunity information (S) (this will only be used in anonymised reports)
- Fingerprint (S) (this will only be used for time and attendance systems)
- Any criminal convictions or cautions (spent or unspent) (S)
- Proof of Right to Work (P) (e.g. copy of passport or birth certificate)

MHA may also process:

- Employment information (P)
- Discloser and Barring Service (DBS) check results (S)
- Pension Information (P)
- Photos (P)
- CCTV recordings (P)

2. Processing of Personal Information & Legal Basis

MHA will process your Personal Information to fulfil the Contract (the legal basis) and as required for legal or statutory requirements. Some of the processing will be carried out by external organisations under contract with MHA:

- Human Resource processing (internal and external to MHA, UK)
- Payroll services (internal and external to MHA, UK)
- Pension Contributions (external to MHA, UK)
- NI & Tax contributions (external to MHA, UK)
- Training records (external to MHA, USA protected by Privacy Shield)
- Crime prevention

MHA provides the service “MHA Cares for You” as a benefit to employees. The legal basis is that MHA deems these a legitimate interest for staff. To allow you to sign up for this service MHA provides your name and payroll number to the Rewards Gateway to allow you to create an account. To opt-out of “MHA Cares for You” please contact the Data Protection Officer.

3. Information Sharing

MHA and its external agents will not share the Personal Information provided for the Contract:

- With any other department within MHA, except to meet a requirement of the Contract – e.g. to create a computer network account.
- With any external parties except to meet the requirements of the Contract.

MHA will not sell or swap your data with any third parties. We will not share your information with any third party for marketing purposes.

4. Transfers to other countries

MHA will transfer you name and payroll number to the USA to process your training records. The service in the USA is protected by Privacy Shield.

MHA will not transfer other personal data outside of the European Economic Area.

5. Securing your information

MHA takes our duty to protect your personal information and confidentiality seriously.

We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, this includes precautions to prevent the loss, misuse or alteration of your personal information.

MHA uses computer systems and physical security to ensure that access to your personal information is only allowed on a need to know basis.

6. Retention of Personal Information

Your Personal Information required for the Contract will be retained as follows:

Staff Record	Retention Time
Staff records /details of terms and conditions	6 years after leaving
1:1's, Appraisal records /objectives / performance reviews or targets agreed	6 years after leaving
Disciplinary, formal capability and absence records	6 years after leaving but, is deemed inactive after period specified from date of disciplinary or formal hearing
Pay & benefits information (Inland Revenue requirements)	6 years after leaving
Development / training needs and records of completed activities	6 years after leaving
Summary of staff record	Until the age of 70 if no longer employed
CCTV Recordings	30 days

Staff Record	Retention Time
Access to MHA Cares for You and information shared with The Rewards Gateway	During your employment from the point of giving consent or until you revoke your consent.

7. Your Rights in relation to your Personal Information

- a. the right to be informed – covered by this Privacy Notice;
- b. the right of access – you have the right to make a Subject Access Request asking for information about, or copies of, the information we hold and the way it is used;
- c. the right to rectification – as soon as you become aware that some information is incorrect let your line manager know or inform the Data Protection Officer;
- d. the right to erasure – request the deletion or removal of personal information where there is no compelling reason for its continued processing;
- e. the right to restrict processing – you can request the we stop any processing if the information we are processing is incorrect;
- f. the right to data portability – you can request the personal information provided by yourself, be exported in to a universal format;
- g. the right to object – to processing relating to marketing and profiling;
- h. the right not to be subject to automated decision - making including profiling; and
- i. the right to lodge a complaint with the Information Commissioner’s Office (<http://ico.org.uk>).

8. Contact

The Data Protection Officer can be contacted via

- Email DataProtectionOfficer@mha.org.uk
- Phone 01332 221893
- Post Data Protection Officer
Methodist Homes
Epworth House
Stuart Street
Derby
DE1 2EQ

This Privacy Notice will be updated from time to time. The latest version can be found on MHA’s intranet or MHA’s web site (www.mha.org.uk/PrivacyPolicy)