

DATA PRIVACY NOTICE (Employees)

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the EU General Data Protection Regulation (GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, the controller is:

Cameron & Cooper Limited
191-193 High Street
Hampton Hill
Hampton
TW12 1NL

For queries to this notice please contact staff@thebeechhousesurrey.co.uk

As an employee of Cameron & Cooper Limited, we hold the following information about you:

- personal information such as name, gender, date of birth, dependants, next of kin, job title
- contact details such as addresses, telephone numbers, email addresses and emergency contact details.
- identification information such as photographs, passport and/or driving licence details, etc.
- pay and financial information such as salary, benefits (including pensions), bank account details, card details, timesheets, National Insurance number.
- recruitment and professional information such as application forms, CVs, academic and training-related information, records/results of any pre-employment checks (including credit and fraud checks), references.
- employment and management records such as disciplinary and grievance records, flexible working requests, performance records, appraisals and training records, holiday and attendance records.
- right to work documentation such as proof of eligibility to work in the UK and obtaining and maintenance of any necessary professional consents or licences.
- information relating to access to our premises and/or use of our management and IT systems such as system ID, passwords, use of websites, emails sent or received, telephone calls, entry/exit records.

We also handle the following special categories of sensitive personal information:

- information collected for diversity monitoring such as gender identification, ethnic origin, disabilities, religious beliefs, sexual orientation
- any trade union memberships you hold, information about physical and mental health, including any medical conditions, biometric records, sickness absence records, occupational health records, medical reports, pre-employment medical screening tests, insurance claims and
- information about criminal convictions and offences.

We may receive and process information about you from:

- yourself (data you provide)
- ourselves (data we generate)
- your nominated referees & previous employers
- tax authorities
- pension providers
- DBS

As an employee of Cameron & Cooper Limited, we process your personal data for the purposes of the performance of the contract of employment, including discharge of obligations laid down by law, management, planning and organisation of work, equality and diversity in the workplace, health and safety at work and for the purposes of the exercise and enjoyment of rights and benefits related to employment and for the purpose of the termination of the employment relationship.

We may transfer certain data to our payroll provider as necessary to make payments. We don't normally transfer your personal data outside the EEA, however, should this be necessary, we will transfer your personal data using the appropriate lawful transfer mechanisms.

We pass certain data on to third parties including HMRC, your/our Bankers, Insurance Companies, the Disclosure and Barring Service and the Health and Safety Executive, local authorities and regulatory bodies. We may receive and retain personal data about you from the Disclosure and Barring Service and your nominated Referees.

Our legal basis for holding and processing this information is our contract of employment with you, our legitimate interest to provide care for our students and young people in our care, as well as to meet our legal obligations with regard to "Keeping Children Safe in Education" and "Children's Home Regulations 2015"

As required by the law and statutory guidance with regard to "Keeping Children Safe in Education" we may retain records for up to 75 years to meet our obligation regarding Section 175 of the Education Act 2002.

We have a legal obligation to keep certain records related to your employment and may retain these records for 7 years from date of termination (for example under: The Finance Act 2008 or the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013).

Other data may be kept for up to 7 years from termination of employment in case there are queries about your employment, unless you request that we delete the data beforehand. Pension related details are kept for 75 years.

At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted.

You have the qualified right to request: Access to and Porting of your data; Rectification or Erasure of the data; Restriction of processing or to Object to the processing.

Any changes we may make to this notification in the future will be posted on this page and where appropriate notified to you by e-mail.

You also have a right to lodge a complaint with a Supervisory Authority, for example the [Information Commissioner's Office](#) or http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

Our Data Protection Officer can be contacted at dpo@theprivactworx.com