

Privacy Notice

Employment at Age UK Birmingham Limited

When employed by the organisation, **Age UK Birmingham (AUKB)** will act as “*Data Controller*” (i.e. the organisation keeping and processing your information) with regard to the data you provide.

Information gathered:

To be able to administer your employment with us we will need to ask you for information such as your name and contact details. We will need to process and store this information making you a “*Data Subject*”. The information provided will not be used for any form of profiling or automated decision making. Relevant data we may ask for is listed below:

Name(s)	Address
Email address when applicable.	Telephone number(s).
Date of birth	National Insurance number
The electoral ward that you live in	Medical conditions/disabilities
Relationship with any other employees or volunteers	Emergency contact details (next of kin etc. – you must have permission to provide their details)
Bank details	Prior work experience
Marital status	Tax information from a P45 or similar
Ethnic group	Other information needed for recruitment or the fulfilment of the employment contract.
Religious group	

Your personal data may be used to create a database record for you, as an individual, on a secure content management system (CMS) called **CharityLog** - see www.charitylog.co.uk. Charitylog is the trading name of **Dizons Ltd**; Company Reg: SC340502 registered in Scotland. This will be linked to your user profile on the CharityLog system. Your personal data may be used to create a database record for you, as an individual, on a secure content management system (CMS) called **Breathe** – their Protection Officer is Jonathan Richards and you can contact them at: Unit 7, Foundry Court, Foundry Lane, Horsham, RH13 5PY, United Kingdom – email: info@breathehr.com - telephone: 01403 288700 and their privacy policy is at: <https://www.breathehr.com/privacy-policy/>

CharityLog utilizes secure cloud data storage in data centres run by **Amazon Web Services (AWS)** with multiple secure backups of the data (in separate locations), in data centres within the UK. AWS staff do not have access to your data. Dizons staff do not have access to your data unless specifically instructed by AUKB and only temporarily in the cases of technical support or data migration. In these limited cases Dizons acts as a “*Data Processor*” on behalf of, and under specific instruction from, AUKB as the “*Data Controller*”.

Electronic scans of your application and other forms will be created and stored in a secure directory only accessible to authorised members of staff (this is your electronic HR file). Certain documents may be added to your CharityLog CMS database record or to your Breathe record. Information provided to 3rd parties such as Age UK (national), the NHS or Birmingham City Council will be anonymised for statistical use only. Un-anonymised information will usually only be provided to 3rd parties with your express permission on a case by case basis. Exceptions to this include sharing your information is required by law (including contract fulfilment) or to protect your health and wellbeing (including safeguarding).

The physical copies of your information (such as the original forms filled out) may be stored securely. The information you have provided may also be used to create rotas, holiday record sheets and other documents necessary for the performance of the employment contract. Your electronic HR record will be updated with information and document scans regarding your employment. Appropriate personal information is passed to our payroll provider, **Cutter & Co Ltd.** of Halesowen

(<https://www.cutterandco.co.uk/>) to create a payroll record to enable the processing of payroll, paying you through BACS, processing PAYE and other statutory processing.

Furthermore appropriate personal information is provided in a timely manner to Scottish Widows (pensions) and Westfield Health for the provision of their services as part of our staff benefit package.

If we have had no contact with you for over 5 years after the end of your contract of employment, or you specifically request us to “forget” you after you have stopped working for us, your CharityLog database record will be anonymised. The resulting anonymous record will only be used for statistical analysis from that point. We will store your electronic HR record for at least 5 years in order to be able to respond to reference requests. Remaining records will be securely destroyed or deleted securely as appropriate after 7 years, once all financial legal requirements are satisfied.

For the purposes of administering your employment record we will process your information under the lawful basis of “contract”. As part of this certain financial records may pass into processing under the lawful basis of “legal obligation” with regard to maintaining correct auditable financial records as a charity and limited company. The only exceptions to this will be if we have to share your information with a third party as required by law (at which point the data processing will fall under the lawful basis of “legal obligation”), or if your life is in danger (at which point the data processing will fall under the lawful basis of “vital interests”, for example to give your details to a paramedic). If you engage one of our services which requires you to provide information, that service’s Privacy Notice will govern how your data is collected and processed for that service.

Any special category data, such as medical information, is collected and processed under the condition that it is necessary for the purposes of carrying out the obligations and exercising the specific rights of the data controller or of the data subject in the field of employment or that the processing is necessary for assessing the working capacity of the employee.

Your rights:

Under Data Protection laws regarding personal data of England and/or the United Kingdom of Great Britain and Northern Ireland:

- You have the right to be informed (e.g. this privacy notice and the option to receive a copy.)
- You have the right at any time (within reason) to request a copy of the records about you.
- You have the right to request a correction or completion of personal data held about you where it is incorrect or incomplete.
- You have the right to data portability (your record turned into a form that can be supplied at your request to another organisation).
- You have the right to complain to AUKB and/or the Information Commissioner’s Office (ICO – www.ico.org.uk) if you believe your data is being dealt with incorrectly, inappropriately or illegally.
- You have the right to request erasure or to be “forgotten” (your record anonymised) if you are no longer an employee.
- You have the right to request the restriction the processing of your data (your record preserved as it is, but not processed) if you are no longer an employee.
- You have the right to object to your personal data being processed under specific circumstances and to request it is stopped and/or you are no longer contacted if you are no longer an employee.

To exercise any of your rights please write to us at either the address or email address below, or visit us during the posted hours of opening to make a request in person. We will require identification to be able to authorise the request. We will then respond in writing within **30 days**.

Age UK Birmingham (AUKB) is a registered charity (number 1138240) and company limited by guarantee (number 7334392). The registered address is Stratford House, Stratford Place, Birmingham, B12 0HT. The organisation can also be contacted by telephoning 0121 437 0033 or emailing data.protection@ageukbirmingham.org.uk for any Information and Advice enquiry or with any data protection enquiries for the *Data Protection Lead*. AUKB is registered with the *Information Commissioners Office* as a *Data Controller*.