**Privacy Notice**

**Working for Age UK Burton**

When enquiring about employment, applying to be an employee, or when employed,

**Age UK Burton (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 process your enquiry/application we may ask for your name and contact details, making you the “*Data Subject*”; this information will be passed to the *Department Co-ordinator*. The information provided will not be used for any form of profiling or automated decision making.

Other relevant data we may ask for when you apply for employment is detailed below:

|  |  |
| --- | --- |
| Name | Address |
| Email address when applicable. | Telephone number(s). |
| Date of birth. | Your work and volunteering experience. |
| Your availability (days/times/locations you can volunteer). | What type of work you are happy to do. |
| If you can drive (and details about that where applicable.) | Health and safety information (i.e. relevant medical information). |
| References (you must have permission to provide their details). | Relationship to any AUKB member of staff or volunteer. |
| Details of any unspent criminal convictions. | Emergency contact details (next of kin etc. – you must have permission to provide their details). |
| Ethnic group (will be separated and kept anonymous). | Religious group (will be separated and kept anonymous). |

Based on your submitted application form a database record will be created on a secure computer system.

Charitylog

Charitylog, hosted by Dizions Limited, holds data about our service users.

Access is password protected and restricted to named users, with level of access to each user on a ‘need to know’ basis to be able to carry out their job.

Charitylog is accredited to ISO27001 for system security and ISO9001 for quality management.

Access People Planner

People planner, hosted by Access Group plc, holds data about our Help at Home Clients, Befriending Clients, staff and volunteers. Access is password protected and restricted to named users, with level of access to each user on a need to know basis.

PeoplePlanner is ISO27001 accredited as well as registered on the G-Cloud framework for SaaS providers and the IG Toolkit.

Age UK Burton have satisfied themselves that both the above have adequate security levels in place to protect data.

Their 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 Dizions & Access Group will act as a *“Data Processor”* on behalf of, and under specific instruction from, AUKB as the *“Data Controller”.*

An electronic scan of your form will be created and attached to a database record. Your ethnic and religious information will be kept separate and anonymous for statistical analysis only. Information provided to 3rd parties such as Age UK (national), the NHS or East Staffordshire Borough Council will be anonymised for statistical use only. Un-anonymised information will only be provided to 3rd parties with your express permission on a case by case basis (e.g. to provide a reference to a prospective employer).

The physical copy of your application form, any other physical data, and any electronic copies not attached to your record, will be kept secure.

If you do not go on to be an employee all electronic data will be securely destroyed within **6 months** of last contact with you. All physical data (e.g. your application form) will be securely destroyed at the end of use and/or converted into electronic data.

Your database record will be updated with information regarding your employment with AUKB. If you stop working for us your database record will be anonymised within **6 months** unless you ask us to, or agree to us, keeping the record for a longer period of time.

As part of the employment contact between you and AUKB your information is processed under the lawful basis of “contract” for the purposes of administering your service.

Not providing the requested information may restrict the roles you can take and, in the case of health & safety information or other critical data, may result in putting yourself or others at risk.

**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 held 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.

If you stop working for AUKB:

 You have the right to request erasure or to be “forgotten” (your record anonymised).

 You have the right to request restrict the processing of your data (your record preserved as is, but not processed).

 You have the right to object to your personal data being processed under specific circumstances and thus request it is stopped and/or you no longer contacted.

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 Burton (AUKB)** is a registered charity (number 1141767) and company limited by guarantee (number 07579385). The registered address is Voluntary Service Centre, Union Street, Burton Upon Trent, Staffordshire, DE14 1AA. The organisation can also be contacted by telephoning 01283 510106 or emailing mail@ageukburton.org.uk for any enquiry or with any data protection enquiries for the *Data Protection Officer*. AUKB is registered with the *Information Commissioners Office* as a *Data Controller*.