

Worker Privacy Notice

Home Fix Scotland is committed protecting the privacy and security of your personal information.

As a data 'controller' we are responsible for deciding how we hold and use your personal information. This privacy notice explains how we will collect and use your personal information in the context of your engagement with us and your rights in relation to your personal information.

This notice does not form part of your contract of employment or engagement with us. It applies to all our employees, workers, apprenticeships and consultants, regardless of length of service, and may be amended at any time. If any amendments are required in the future, we will notify you as is appropriate.

Where does your personal information come from?

Home Fix Scotland collects information about you in several ways, which may include:

- recruitment and selection processes including information obtained from agencies;
- your identification documents you have given us;
- background check conditional for your engagement with us;
 - Disclosure/DVLA checks relating to criminal convictions/ offences as appropriate;
- medical professionals provide us with appropriate health information in order that we can manage any health-related situations that may have an impact on your ability to work with us;
- professional bodies/ training providers may provide us with the following information: membership details/ training certificates; and
- we also collect information from web browsing history, email exchanges, work mobile call records, call recordings (some landlines), access to our network, CCTV recording (external to our office premises and some of our neighbourhoods), however this information is not routinely monitored and is only examined if we have a reason to monitor this information.

What Information do we hold about you?

Home Fix Scotland controls and processes a range of information about you. In this privacy notice 'your personal information/ data' means information about you from which you can be identified. It does not include data where your identity has been removed (anonymous data). It is really important that your personal information that we hold and process is accurate and up to date. Please keep us informed if your personal information changes during your engagement with us.

This includes:

- your name, address, contact details (email address and telephone number), date of birth and gender;
- the terms and conditions of your employment or engagement with us;
- details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces;

- information about your remuneration, including entitlement to benefits such as pay, pension and holidays;
- details of your bank account and national insurance number;
- information about your marital status, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about any criminal convictions if relevant for your job;
- details of your work pattern (days of work and working hours) and attendance at work;
- details of any periods of leave taken by you, including but not limited to, holidays, sickness absence and family related leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including if you have a disability for which the organisation needs to make reasonable adjustments; and
- equal opportunities monitoring information about your ethnic origin, sexual orientation and religion or belief.

The data we hold on you will be stored in your personnel file, on your record on the HR system, in payroll records and records held by your manager in accordance with River Clyde Homes' retention policy.

How will we use your information?

As an organisation we will process data in accordance with the following legal grounds:

Our Contract with you

We need to process the data we hold on you in order that we can comply with our obligations with you under the contract we have with each other. This includes:

- the need to process your data to provide you with an appropriate contract;
- to pay you in accordance with your employment contract; and
- to administer your employment benefits.

Legal Obligations

We are required:

- to check your right to work in the UK;
- to deduct tax, National Insurance, and administer your pension;
- to comply with health and safety laws; and
- to enable you to take periods of leave to which you are entitled.

We are also required to process special categories of personal data, such as information about health or medical conditions to carry out our employment law obligations, such as those in relation to any disability you may have or that arises.

Legitimate Interests

We are also required to process your data in accordance with our, or your, legitimate interests which can occur, during and after our employment relationship which will allow us to:

- run recruitment and promotion processes;
- maintain accurate and up to date employment records, contact details, emergency contact details, and records of employee contractual or statutory rights;
- operate and keep a record of disciplinary and grievance processes;

- conduct proper business management and planning activities, including accounting or auditing;
- plan for career development, succession planning and workforce planning;
- obtain occupational health advice, ensuring that it complies with our duties in relation to individuals with disabilities, meet our obligations under health and safety law;
- operate and keep a record of other leave you may take including maternity, paternity, adoption, parental and shared parental leave, to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of absence management procedures, to allow workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or past employees;
- respond to, and defend against, legal claims;
- monitor equality of opportunity and treatment; and
- complete any regulatory checks and/or statutory check/ requirements in relation to your engagement with us.

Processing Special Category Personal Data

Special categories of information means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; genetic data; or biometric data for the purposes of uniquely identifying you.

There are specific legal conditions that must be met for processing this type of personal data and also for criminal convictions, offences or alleged offences data.

We process this type of information based on the following reasons:

- To exercise or perform employment law rights or obligation
 - Health information
 - Trade Union membership
- For the assessment of the working capacity of employees
 - Health information
- For the purposes of preventative or occupational medicine
 - Health information
- For reasons of substantial public interest – to review equality of opportunity or treatment
 - Sexual Orientation/ Health information/ Racial or Ethnic Origin
- For reasons of substantial public interest – statutory purposes/ regulatory requirements relating to unlawful acts and dishonesty /safeguarding of children and individuals at risk/ safeguarding of economic well-being of certain individuals
 - criminal convictions, offences or alleged offences

If you do not wish to provide your personal data

You have obligations under your employment contract to provide Home Fix Scotland with the necessary data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such

as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights

Certain information, such as contact details, evidence of your right to work in the UK and payment details, have to be provided to enable the organisation to enter into a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations, arising as a result of the employment relationship, efficiently.

Automated Decision Making

We do not take any employment related decisions based solely on automated processing and we do not envisage this changing.

Who might we share your information with?

Due to our corporate structure, our group companies will have access to some staff personal information, to the extent necessary for operational reasons. Our group companies are currently: River Clyde Homes and Home Fix Scotland Limited.

We sometimes need to share your personal information with third parties. The data shared is the specific information that the third party requires to carry out their task.

These third parties include:

- River Clyde Homes for the purposes of business support services including HR, payroll, ICT, financial monitoring, governance, health and safety and marketing.
- previous employers and Disclosure Scotland for the purposes of pre-employment checks;
- our service providers such as pension administrators and those involved in providing benefits in connection with your employment;
- health professionals and occupational health providers involved in your care;
- the public for reasons of business promotion;
- solicitors as required to seek advice in relation to your contract of engagement and other associated policies and procedures; and
- any other third parties as necessary to comply with your contract of engagement and our legal and statutory obligations with third party organisation, e.g. HMRC, HSE etc.

Data Retention

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

We will retain all of your personal information during your engagement and for 5 years after termination to allow us to establish, exercise or defend legal claims, with the exception of the following:

- We will delete out of date contact, emergency contact, and bank account details whenever you provide us with updated details.
- We will retain current contact and bank account details during your engagement, and delete these when we have processed the final payment to you following the termination of your engagement.
- We will retain current emergency contact details during your engagement, and delete these when your engagement terminates.
- We will retain payroll and wage records, salary and benefits details, including pension and bonus details during your engagement and until the later of:
 - 5 years after termination; or
 - 6 years from the financial year-end in which payments were made.

- We will retain a copy of your driving licence during your engagement, if it is necessary for your job role, and then delete/destroy this when your engagement terminates.

Your rights and how to contact us

As a data subject, you have a number of rights, as follows:

- to be informed of the personal data we hold on you;
- to access and obtain a copy of all your personal data on request;
- require the organisation to change incorrect or incomplete personal data;
- require the organisation to delete or stop processing your personal data e.g. where the data is no longer necessary for the purposes; and object to the processing of your data where the organisation does not require to process it;
- to personal data portability;
- to object to the personal data we hold on you; and
- to be informed of automated decisions made in relation to you.

If you have any questions about this privacy notice or would like to exercise any of the above rights, please contact us on DataProtection@riverclydehomes.org.uk

We aim to resolve all queries or concerns internally but you do have the right to complain to the Information Commissioner's Office at any time or to claim compensation, through the courts, if we misuse your information.

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk