**Employees and Job Applicants Privacy Notice**

This privacy notice is intended to let you know how and why we use the data you provide to us. You don’t need to do anything - but please read this document carefully. We may update this notice from time to time, so please check it regularly.

# Who we are

St. Michael’s Hospice (North Hampshire) is a registered charity number 1002856 and a company limited by guarantee in England and Wales number 2588395. Registered office: Basil de Ferranti House, Aldermaston Road, Basingstoke, Hants RG24 9NB The Hospice has one wholly owned subsidiary,) St. Michael’s Home Care Ltd (Ref No 9218951) which is incorporated in the UK for the purposes of providing a range of home care for those in North Hampshire and generating income for the Hospice’s charitable purposes.

We are committed to protecting your privacy and will only use personal data that we collect in line with all applicable laws, including the General Data Protection Regulation (GDPR).

# What data do we collect about you?

We collect personal data about you for employment purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties as an employer. This includes processing your pay and pension, providing information for statistical purposes, and ensuring that all health and safety standards are successfully complied with.

The personal data\* we collect may include one of more of the following:

1. Your name
2. Home address
3. Telephone number(s)
4. E-mail address
5. Bank details
6. Emergency contact details
7. Equal Opportunities Monitoring, incl sexual orientation, religion, ethnic origin
8. Date of birth
9. Gender
10. Marital Status
11. National Insurance number
12. Nationality
13. Next of Kin
14. DBS certificate number and date
15. Disciplinary information
16. Copies of qualifications and professional registration numbers (e.g. NMC, GMC)
17. Pre - employment references
18. Photo
19. Health conditions
20. Tax Codes
21. Terms of employment
22. Vehicle registration details
23. Records of your correspondence with us
24. Proof of ID / Proof of right to work in the UK
25. CCTV footage
26. Any information you choose to share with us (such as information for statistical purposes)
27. Information you may send to us or enter onto our website (such as speculative CV’s or Application Forms)

\*This list is not exhaustive

When you use our website, we use tools like Google Analytics to collect information such as your IP address, the browser you use (eg Internet Explorer, Firefox etc), domain names, the time of day you accessed the website and referring Website addresses. This information helps improve our online services, ensures security and helps protect against fraud. It also assists with diagnosing online problems with our website.

 [www.stmichaelshospice.org.uk/SMH\_Privacy\_Policy.pdf](http://www.stmichaelshospice.org.uk/SMH_Privacy_Policy.pdf)

# How we use the data we collect about you?

We use your personal data for a number of purposes including the following:

* to process job enquiries and expressions of interest
* to complete our recruitment process
* to process the details of your contract of employment, pay and pension, and keep a record of employment related matters.
* to deliver our services as an employer
* for our own internal administrative purposes
* for statistical purposes appropriate to our services
* to comply with relevant laws and regulations.

By law we’re allowed to process your data for one or more of these reasons:

* + you have provided consent
	+ it is necessary for us to be legally compliant
	+ there is a legitimate interest to do so (e.g. in our role as an employer)

We will never share, sell, swap or rent your data to third parties for marketing purposes.

We only provide authorised parties (for example, the HMRC, Health & Safety Executive, pension schemes, our childcare vouchers provider, etc.) with the data they need to deliver relevant services.

We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

# How we protect and keep your data?

We don’t keep your data for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Retention policy which adheres to the requirements of the GDPR. We will keep it for as long as there is a need for it with minimum of duration of your employment.

We have security procedures, rules and technical measures to protect your data. Your data will be kept in a secure environment with access restricted to a “need to know” basis.

# How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change.

To let us know of any changes please contact H.R. Department and as appropriate update your personal details within self service in My HR

**H.R Department**

**St Michael’s Hospice (North Hampshire)**

Basil De Ferranti House

Aldermaston Road

Basingstoke Hants RG24 9NB

Tel: 01256 844744

# What rights do I have over my personal data?

Under the General Data Protection Regulation, you have the right to:

* + Access your personal data by making a Subject Access Request
	+ Rectify, erase or restrict your data where this is justified
	+ Object to the processing of your data where this is justified
	+ Data portability – request transfer of data where this is justified.
	+ To lodge a complaint with St. Michael’s Hospice (North Hampshire) or the primary regulator, the Information Commissioners Office (details available

For more information, please contact the St. Michael’s Hospice Data Protection Officer using the following contact details:

# The Data Protection Officer

St. Michael’s Hospice (North Hampshire)

Basil De Ferranti House

Aldermaston Road

Basingstoke

Hants RG24 9NB

 E-mail: data.protection@stmichaelshospice.org.uk

Tel: 01256 844744

# Changes to this privacy notice

Rules and regulations around data can change – which means that our privacy notice will change too. Therefore, it’s worth visiting this page from time to time to check for updates. At the start of this privacy notice we tell you when it was last updated.