

## Employee Privacy Notice

### How your information will be used

1. As your employer, the Company needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a social care provider, we may sometimes need to process your data to pursue our legitimate business interests and to enable the performance of your employment contract, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.
4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records. We also hold information on any criminal convictions you may have.
5. You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is available in paper format from your Home Manager, or the Data Protection Officer.
6. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay and statutory maternity pay.
7. Photographs and videos taken to update residents' families about life in the home may occasionally include staff members incidentally (e.g. in the background or as part of group activities). The purpose of these posts is to inform and reassure families, not for promotional or marketing use. The lawful basis for this is our legitimate interest in sharing day-to-day updates with families in a respectful and proportionate manner. Staff will not be the main focus of such images unless specific, informed consent is given. These images may be shared on public platforms such as Facebook and could be accessible outside the UK and EU. Images may remain online indefinitely unless removed, and staff can object to the use of a particular image at any time by speaking to their manager or contacting the Data Protection Officer.
8. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we do so to enable the performance of your employment contract, unless this is not required by law or the information is required to protect your health in an emergency.

9. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external pension provider.
10. We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.
11. Your information will not be transferred outside of the EEA. In very rare circumstances where this would be necessary, the reasons will be discussed with you in detail and your explicit consent sought.
12. Your personal data will be stored for a period of five years following your departure from the company. This is to enable us to meet any ongoing legal obligations we may have, or to assist us with any legal claims.
13. If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

### **Your rights**

14. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
15. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
16. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

### **Identity and contact details of controller and data protection officer**

17. The Park Lane Healthcare Group Ltd. is the controller and processor of data for the purposes of the DPA 18 and GDPR.
18. If you have any concerns as to how your data is processed you can contact Andrew Shepherd, Data Protection Officer at [dpo@parklanehealthcare.co.uk](mailto:dpo@parklanehealthcare.co.uk) or through your Home Manager. Alternatively, you can write to these individuals using the address of Data Protection Officer, Head Office, Park Lane Healthcare, 42 Hull Road, Cottingham HU20 3XE.

I, \_\_\_\_\_ have read and understood this document.

Signed:

Date: