

EMPLOYEE PRIVACY NOTICE

Gympanzees is committed to protecting the privacy and security of your personal information and we will always treat you and your data with the respect you deserve.

This Privacy Notice covers how we collect, use, store and disclose the data that you supply to us and your rights about data that we hold about you. It applies to current and former employees, workers, volunteers, interns and contractors.

THE INFORMATION WE COLLECT FROM YOU

Personal individual information means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We will collect, store, and use the following categories of personal information about you:

Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.

Date of birth.

Next of kin and emergency contact information.

National Insurance number.

Bank account details, payroll records, expenses and tax status information.

Recruitment information (including copies of identification documentation, references, DBS certificates and other information included in a CV or cover letter or as part of the application process).

Employment records including job title, working hours and training records.

Disciplinary and grievance information.

Photographs which may be used with your permission in publicity for Gympanzees and the media.

Information about your health relevant to the role you are performing.

How the information is collected

We collect personal information through the application and recruitment process either directly from candidates or from referees and the DBS. We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

When we will use your personal information

We need all the categories of information identified above primarily to allow us to perform our contract with you and to enable us to comply with legal and safeguarding obligations. In some cases we may use relevant personal information such as photographs to pursue legitimate interests of our own such as publicity or fundraising.

Failure to provide information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing employee benefits), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

SENSITIVE PERSONAL INFORMATION

Some sensitive personal information requires higher levels of protection. We may process this personal information in the following circumstances:

- Where we need to carry out our legal obligations
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We will endeavour to seek your consent before processing personal information for anything other than the reason you shared the information with us.

Our obligations as an employer

We will use your sensitive personal information in the following ways:

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- We will use information to set up salary BACS with your bank.
- We will use information from the DBS to assess your suitability for employment.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current, so please let us know if your information changes.

DISCLOSURE/DATA SHARING

We may have to share your data with third parties, including third-party service providers (including service providers such as the council who process DBS applications for us); with a regulator or to otherwise comply with the law. Our payroll services are provided by Esther White Accountants, 236 Henleaze Road, Henleaze, Bristol, BS9 4NG.

We do this where required by law; where it is necessary to administer the working relationship with you; or where we have another legitimate interest in doing so.

We require third parties to respect the security of your data and to treat it in accordance with the law.

DATA RETENTION

We must store most of your data for a period of at least 6 years following the termination of your employment; some personal financial data will be destroyed after 2 years; Health and Safety information must be held for a minimum of 40 years.

YOUR RIGHTS

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

Right to withdraw consent

In the limited circumstances where you may have been asked to provide your consent for an unusual use of your personal information by Gympanzees you have the right to withdraw your consent for that specific processing at any time.

COMPLAINTS & QUESTIONS

If you have any questions about this privacy notice or how we handle your personal information, please contact Stephanie Wheen. If we have breached our duty of care, we will take appropriate action.

If you are not satisfied by our response you also have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues (Email: casework@ico.org.uk)

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

I have read and understood the above Privacy notice:

Signature

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Name

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Date

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