

SHEFFIELD DIOCESAN BOARD OF FINANCE

EMPLOYEE DATA PRIVACY NOTICE

Data controller: Sheffield Diocesan Board of Finance, Church House, 95-99 Effingham Street, Rotherham S65 1BL

Data Compliance Officer: Diocesan Secretary, Telephone Number 01709 309100

This notice explains what personal data (also referred to as 'information') we hold about you, how we collect it, and how we use it. The notice also explains how we may share information about you during the course of your employment with us and after it ends. Please ensure that you read this notice and any other similar notice we provide to you from time to time when we collect or process personal data about you.

We collect and process personal data relating to our employees to manage the employment relationship. We are committed to being transparent about how we collect and use your data and meet our data protection obligations.

In this notice, references to 'we', 'us' or 'our' are references to Sheffield Diocesan Board of Finance.

What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (2016/679 EU).

What information do we collect?

We collect and process a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with us;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover and arrangements and all information included in these and necessary to implement and administer the same;
- details of your bank account, national insurance number and tax information;
- information about your marital status, your next of kin, dependants and emergency contacts (including name, relationship, address and home and mobile phone numbers);

- information about your nationality, immigration status and entitlement to work in the UK and information from related documents, such as your passport or other identification and immigration information;
- where applicable information about your criminal record including the results of a Disclosure and Barring Service (DBS) check;
- details of your days of work, working hours and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave including sensitive information regarding your physical and/or mental health;
- details of any disciplinary, capability 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, performance improvement plans and related correspondence;
- records of training and development that you have applied for and attended;
- information about your use of our IT, communication and other systems, and other monitoring information;
- references about you that we provide to others at your request;
- information about medical or health conditions, including whether or not you have a disability for which we need to make reasonable adjustments; and
- equal opportunities monitoring information, including information about your age, disability, racial or ethnic origin, gender and religious or similar beliefs.

We may collect this information from you from your application forms or CV; from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment such as personal information forms, benefit nomination forms; from correspondence with you or through interviews, meetings or other assessments.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers, from medical and occupational health professionals we engage, insurance benefit administrators, pensions administrators, the DBS and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in our HR management systems and in other IT systems including our email system.

How do we process your personal data?

We comply with our obligations under the General Data Protection Regulation (GDPR) by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

Why do we process your personal data?

We typically collect the above information for the following purposes:

We need to process data to enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your contract and to administer benefits and pension entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations, including:

- our obligations to you as your employer under employment protection and health and safety legislation, and under statutory codes of practice;
- to check entitlement to work in the UK
- to deduct tax
- to undertake DBS checks as part of our safeguarding requirements

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- maintain good employment practice and comply with tax, legal, regulatory and corporate governance obligations;
- comply with obligations under employment law;
- monitor and manage access to our systems and facilities;
- protect our networks and personal data against unauthorised access or data leakage
- ensure our policies, such as those concerning security and internet use, are adhered to;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective resource management, to ensure that we comply with our duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- manage payments to employees

- provide references on request for current or former employees;
- inform you of news, events, activities and services taking place in the Diocese or further afield through:
 - mailings (email or hard copy)
 - e-Bulletin (a subscription e-mail service from which you can unsubscribe at any time)
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

How do we process sensitive personal data?

Some special categories of sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information and we are required to have appropriate safeguards in place when processing such data.

We may process special categories of personal data in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out legal obligations or exercise rights in connection with employment;
3. Where it is needed in the public interest, such as equal opportunities monitoring.

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 made the information public.

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

1. We will use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws.
2. We will use information about your physical or mental health or disability to ensure your health and safety in the workplace and to assess your fitness for work, to provide appropriate workplace adjustments, to monitor or manage sickness absence and to administer benefits.
3. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs to ensure meaningful equal opportunity monitoring and reporting.

Data that we use for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to your data?

Your information may be shared internally, including with members of the Bishop's staff team, HR and recruitment team, payroll, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

We may share your data with third parties 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.

For example, we may share your data with third parties

- in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service.
- in the context of transfer of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.
- to process data on its behalf in connection with payroll, IT services, the provision of benefits including pensions and life assurance and the provision of occupational health services.

We will not transfer your data to countries outside the European Economic Area.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties. We limit access to your personal data to those who have a genuine business need to know or use it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Physical personal data is stored securely in locked filing cabinets or drawers. Data stored on HR, Finance and IT systems is password protected and information held on drives with restricted access.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of suspected data breach where we are legally required to do so.

For how long do we keep your data?

We will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in our retention policy. We will not retain your data for any longer than is necessary for the purpose we obtained it.

When your data is no longer required for the purpose it was obtained it is destroyed by shredding in the office or it is sent to a shredding company who provide a certificate of destruction.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example, where it is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing;
- withdraw your consent to processing at any time if we are relying on consent as the legal ground for processing;
- request that we transmit your data directly to another data controller where this is possible and;
- withdraw your consent to processing at any time if we are relying on consent as the legal ground for processing. In circumstances where you have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact dataprotection@sheffield.anglican.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you would like to exercise any of these rights, please contact the HR Manager at Church House, 95-99 Effingham Street, Rotherham S65 1BL, telephone number 01709 309100.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone number 0303 123 1113.

What if you do not provide personal data?

You have some obligations under your employment contract to provide us with 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 us with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. If you fail to provide certain information we may

not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligation.

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

Automated decision-making

Employment decisions are not based on automated decision-making.