

The Country Trust – Staff Privacy Notice

What is the service being provided?	Employment Records for Staff at the Country Trust							
What personal data do we need from you?	Name		Address		Date of Birth		NI details	
	Right to Work evidence – i.e. passport, visa, birth certificate data details		Vetting information (including qualifications, experience and employment history)		Health information when completing a return to work following illness and details of any adaptations required for disability as requested on appointment.		Contact Details including email and telephone numbers.	
	Pensions Data		Payroll Data		Bank Details		Emergency Contacts	
Who will be using your Personal Data?	Who is the Data Controller?				The Country Trust			
	Who is the Data Controller's Data Protection Officer?				The Country Trust is not required to have a Data Protection Officer. We have a Data Officer who is the Office Manager – Alison Smith			
	Are there any Data Processors?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?				HMRC and The Peoples Pension, DBS Service, SAFE (our safeguarding advisory body and DBS intermediary)			
What will it be used for and what gives us the right to ask for it and use it?	The <u>Purpose</u>				Employment, Health & Safety and Safeguarding.			
	The <u>Legal Conditions</u>				<ul style="list-style-type: none"> Employment Under Contract Social Security Social Protection 			
Who else might we share your data with?				HMRC, Peoples Pension, SAFE, DBS Service				
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?				No				
How long will your data be kept?	When will it stop being used?				Termination of employment + 6 years with regard to references			
	How long after this will it be deleted?				Termination of employment + 6 years			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly?	This is the reason why we are allowed to ask for it and use it:	Employment Law	
	This is what could happen if you refused to let us use your data for this purpose:	Unable to Employ	
As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, References both character and previous employers.	
	This is a source of personal data open to anyone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic demographics, e.g. name, address, date of birth, references from previous employers and personal referee, employment suitability checks.	
Where will we store your data?	Physical and electronic systems	<p>In your physical HR file – held in locked cabinet</p> <p>Our electronic database of staff/trustees/volunteers/self employed</p> <p>On our HR folder on our Server with limited access to CEO and Office Manager</p> <p>On other secure IT Systems – office 365 and cloud based systems.</p>	
<p>Visit the following links for more information about Privacy Law, our obligations and your Rights:</p> <p>The ICO Guide to the General Data Protection Regulations (overview)</p> <p>The General Data Protection Regulations 2016</p>			
<p>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Officer by the following means:</p>			
Postal Address	The Country Trust, Moulsham Mill, Parkway, Chelmsford, CM2 7PX		
Email	asmith@countrytrust.org.uk		
Telephone Number	01245 608363		
<p>If you still have concerns following our response, you have the right to raise the matter with the Information Commissioners Office:</p>			
Postal Address	<p>Information Commissioner's Office</p> <p>Wycliffe House</p> <p>Water Lane</p> <p>Wilmslow</p> <p>Cheshire</p> <p>SK9 5AF</p>		
Online Form	https://ico.org.uk/concerns/handling/		
Phone Number	0303 123 1113		

The Country Trust can share without an individual's knowledge in cases where, for example, personal data is processed for: • the prevention or detection of crime; • the apprehension or prosecution of offenders; or • the assessment or collection of tax or duty. An organisation processing personal data for one of these purposes is exempt from the fairness requirements of the DPA, but only to the extent that applying these provisions would be likely to prejudice the crime and taxation purposes.

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