

## **Extratime Privacy Notice for Staff & Volunteers**

**Extratime is committed to protecting your privacy. This Privacy Notice explains how and why we collect and use personal information about staff and volunteers. We recommend that you read this Privacy Notice in full so you are aware of your rights under UK data protection legislation, but the main points are:**

- Your data is collected and processed to facilitate the safe and legal recruitment, retention and administration of staff and volunteers working at Extratime.
- We collect the minimum amount of data we need in order to do this.
- Your data is stored electronically on secure, password protected computers and within Extratime's cloud-based storage. Paper records are in locked filing cabinets.
- We keep your data as required by law and in accordance with a document retention plan.
- We are careful to ensure that we only retain data and contact people who would reasonably expect to hear from us; for example, if they are existing or potential Extratime members of staff or volunteers, or people who have expressed an interest in working with us.
- You are entitled to see the data we hold about you.
- We will never sell, rent or otherwise distribute or make public your personal information.

### **Who we are**

Extratime is the Data Controller and is responsible for your personal data. In this privacy notice, whenever you see the words 'we', 'us' and 'our' it refers to Extratime, Registered Charity Number 1116203 and Registered Company Number 04514110. Extratime's ICO Registration Number is Z300959X

If you have any questions in relation to this privacy notice or how we use your personal data please contact Sam Price, Extratime Chief Executive, at:

Phone Number: 01273 420580

E-mail: [hello@extratimebrighton.org.uk](mailto:hello@extratimebrighton.org.uk)

Address: Portslade Village Centre, 3 Courthope Close, Portslade, BN41 2LZ

### **What type of information we have**

We currently collect and process the following information about staff and volunteers:

- Personal information (such as name, date of birth, address, contact details, marital status)
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process
- Current and historical contract information (start date, hours worked, job role)
- Current and historical pay, benefits and pension information
- Bank account details, payroll records, National Insurance number and tax status information
- Education, qualifications, training records and professional memberships
- Performance information/disciplinary matters
- Outcomes of any disciplinary and/or grievance procedures
- Attendance and absence data
- Next of kin/emergency contact details
- Accident and Incident reports
- Photographs and video clips
- Information about the use of our information and communication systems

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Special categories of data including characteristics information such as gender, age, ethnic group, religious belief

We may also hold data about you that we have received from other organisations.

### **How we get the information**

Most of the data we hold about you will come from you. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Act (DPA) and UK General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

With your consent, information may also be shared by your medical/health professionals regarding any health conditions you have and your fitness for work.

Data may also be received from other organisations including former employers, education establishments, Local Safeguarding Boards and the Disclosure and Barring Service.

### **Why we have the information**

Information about staff and volunteers is collected so that Extratime can:

- Facilitate safe recruitment, as part of our safeguarding obligations towards children and young people
- Contact staff and volunteers
- Supervise, support and develop staff and volunteers
- Enable staff to be paid
- Meet our legal obligations, such as health and safety legislation, evidence of right to work in the UK, tax and National Insurance obligations, pension arrangements
- Ensure we are meeting our obligations to Ofsted and other authorities
- Provide information to others upon your request (i.e. references)
- Enable the development of a comprehensive picture of Extratime's workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Monitor and report on equalities and attendance data

### **The lawful basis for processing information**

The lawful basis in the DPA and GDPR for Extratime processing your personal data is:

- Article 6.1(a): Consent. This is when we ask for your permission for specific things such as taking/using photos. Consent can be withdrawn at any time by contacting us. Please bear in mind that consent cannot be retrospectively withdrawn.
- Article 6.1(b): Contract. This means there is personal data we need to process for the effective performance of the contract or agreement we have with you. For example, we need to process your bank details so we can pay you.
- Article 6.1(c): Legal Obligation. This relates to personal data we are required to process by the law, for example keeping pay information to comply with tax legislation and carrying out checks of your right to work in the UK to comply with immigration law.
- Article 6.1(f): Legitimate Interests. This applies because we are processing your information in the way you would expect us to, for example keeping next of kin records so we can contact someone in the event of an emergency.

We also process what is known as a 'special category' data, for example personal data relating to health and ethnicity, in the following ways:

- We will use information relating to absences, which may include sickness absence or family related leave, to comply with employment and other laws.
- We will use information about the physical or mental health of staff and volunteers, or their disability status, to ensure health and safety in the workplace and to assess the fitness of staff and volunteers to work. This includes providing appropriate workplace adjustments, monitoring and managing sickness absence and to administer benefits including statutory adoption/maternity/paternity pay, statutory sick pay and pensions.
- We will use information about staff and volunteers ethnic origin, religious, philosophical or moral beliefs, or sexual life or sexual orientation to ensure equal opportunity monitoring and reporting.

The legal basis in the DPA and GDPR for processing this data is:

- Article 9(a): Explicit consent
- Article 9(b): Employment, social security and social protection
- Article 9(g): Reasons of substantial public interest

### **Information about Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our policies. Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect the interests of you (or someone else's interests) and you are not capable of giving your consent, or where the information has already been made public.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so, which includes but is not limited to on-going Disclosure and Barring Service (DBS) checks.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences to conduct a DBS check on staff and volunteers, to record the date of the DBS check, the number of the DBS check and the name of the body conducting the DBS check.

We are allowed to use your personal information in this way to carry out our obligations. We have in place appropriate policies and safeguards which we are required by law to maintain when processing such data.

### **What we do with the information**

Staff at Extratime will have access to your personal data which is relevant to their function and job role. All staff with such responsibility have been trained in ensuring data is processed in line with the DPA and GDPR.

We use the services of other organisations to process your personal data so we can deliver our services, including:

- HR and workforce management systems such as Rota Cloud, Breathe HR, NEST Pensions.
- Email and document storage systems such as Outlook and SharePoint.
- Online survey tools such as Kwik Survey.
- Payroll providers such as IRIS and CAF Bank.

We require all organisations who process your personal data to treat it in accordance with the DPA, GDPR and other international laws. We only allow such organisations to process your personal data

for specified purposes and in accordance with our instructions and we will always have a legitimate reason for doing so.

As a general principle, we will not share your personal data with other third parties without your permission. There are some exceptions to this:

- To safeguard children and vulnerable adults.
- In response to a court order or other lawful reason, for example the prevention or detection of a crime.
- We share aggregated and anonymised personal data with public authorities when required for purposes of reporting for grant funding and contract delivery.
- We share aggregated and anonymised personal data with other potential or actual donors.

### **How we store your information**

We use third parties to assist us in processing your personal information, and we require these third parties to comply with our Data Protection Policy and any other appropriate confidentiality and security measures. Any processors who process data outside the EEA have been reviewed to make sure that they have the appropriate safeguards in place for the security of the data.

Throughout Extratime we have put in place significant security measures to prevent your personal data from being breached. This includes your data being lost, used, altered, disclosed, or accessed without authorisation.

We also allow access to your personal data only to those staff and third parties who have a legitimate need to know such data. They will only process your personal data on our instructions and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

We take security measures to protect your information including:

- Policies and procedures in place for data protection and information security.
- Implementing access controls to our information technology.
- Appropriate procedures and technical security measures to safeguard your information across all our computer systems, networks, websites, applications, offices and venues.

We will retain your data only for the time we require it for the purposes stated and/or where we have a legal obligation or other legitimate purpose. Our criteria to determine the retention of personal data is contained within the Management Framework for Retention and Transfer Charity Records and Archives June 2019.

### **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access:** you have the right to ask us for copies of your personal information.
- **Your right to rectification:** you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure:** you have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing:** you have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing:** you have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability:** you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

If you want to exercise any of these rights please contact us at [hello@extratimebrighton.org.uk](mailto:hello@extratimebrighton.org.uk). You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**How to complain**

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data. The ICO's contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
<https://ico.org.uk/>