

## **Data Privacy Statement for Epping Forest Foodbank Staff**

### **Personal data**

When you become an employee at the foodbank, the foodbank will keep some data about you. This is “personal data”, because it is about you as a particular person and it can be linked to you.

### **What personal data do we hold?**

The foodbank will keep personal data about you in several ways:

- (1) your application form to work for the foodbank, which records your name, address, contact details, date of birth, work experience or qualifications, health information, if a DBS check was needed, any unspent criminal convictions;
- (2) details about you that we received from references taken up when you applied to work for the foodbank;
- (3) your employment records, including the terms and conditions of employment which include your name, address and remuneration details and details of your next of kin and emergency contacts;
- (4) your pension arrangements, which include your name, address, NI number, date of birth and pension contributions;
- (5) your HMRC PAYE records, which include your name, address, NI number, date of birth, bank details and payment records for salary, NI and tax.

This is the only data the foodbank will usually hold about you. We do not get data about you in any other way. There may also be information about you in emails.

In the event of a grievance, accusation, dispute or disciplinary matter, this will be recorded separately.

### **How is your personal data kept safe?**

Your personal data is stored securely on computer files, databases and emails which are all password protected. Some of the files are restricted access only.

### **What is your data used for?**

Your data is only used for purposes directly relating to your employment, particularly:

- (1) to contact you about your employment, if we need to;
- (2) to make sure you get the right medical care, if you are taken ill when at work;
- (3) to contact the right person if you have an accident or are taken ill when at work;
- (4) to know that you have read and understood foodbank policies (for example health and safety or safeguarding) and/or have given permission to be photographed;
- (5) to maintain PAYE records required by HMRC and records required by the workplace pension provider and to make payments relating to your salary, NI and pension.

### **Does the foodbank have a right to your data?**

Under data protection legislation, the foodbank needs to have a “lawful basis” for keeping your data and for using it. There are several types of “lawful basis”. One of them is called “legitimate interests”.

The foodbank has a “legitimate interest” in holding the personal data that you have provided to us. This is so that we can carry out the purposes described above.

### **Who can see your data?**

Your line manager and the trustee with responsibility for employee matters both have access to your personal data. The Bookkeeper and Treasurer have access to such information that they need for salary,

NI, tax and pension purposes.

### **For how long will your personal data be kept?**

Your data is kept while you are an employee of the foodbank.

If you stop being an employee, non-financial data will be kept for one year. This is so that we can contact you if we need to ask you any questions about your time as an employee. After a year these records will be destroyed, unless there is a reason why we are still in touch with you about your time as an employee.

We will retain basic employee data for up to 20 years after you stop being an employee, to enable us to respond to requests for a reference, because you are applying for a job or volunteer position elsewhere. Financial data relating to PAYE, NI and tax will be kept for six years after your leave. This is so we can prove that our accounts are correct and that we have made the right payments.

We are required to keep pension information until you are 100 so we can respond to any queries from the workplace pension provider relating to your pension.

We may keep records of any grievance, accusation, dispute or disciplinary matter for up to six years.

### **Who can you speak to if you have questions?**

If you have questions about your data and what we do with it, you should contact your line manager.

### **What rights do you have?**

You have a number of rights under data protection legislation:

1. The right to be informed about the collection and use of your personal data

This Data Privacy Statement describes the personal data that we collect and how we will use it.

2. The right to access personal data

You can ask for a copy of the data we hold about you. This is called a “subject access request”. If you make a subject access request, we will give you a copy of all the data we hold about you. We will do this as soon as possible and in any event within one month.

3. The right to have inaccurate personal data rectified

If you think there is a mistake in the data we hold, please tell us. You have a right to have it corrected. We may need to check what the correct data is but will put right any mistakes as soon as possible and in any event within one month.

4. The right to erasure (to be forgotten) in certain circumstances

You have a right to have personal data erased if we no longer need the data for the purpose which we originally collected it. If you make a request for us to do this, we will do so as soon as possible and in any event within one month.

5. The right to restrict processing in certain circumstances

In certain circumstances, for example where we are not in agreement about whether your data is accurate or how we are processing the data, you have a right to ask us to limit the way that we use your data. If you make a request for us to do this, we will do so as soon as possible and in any event within one month.

6. The right to object to processing in certain circumstances

You can object if you think we are using your data in the wrong way. You can also object if you think we don't have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner's Office.

If we find that we are using your data in the wrong way, we will stop immediately and stop it happening again.

Finally, if anything happens to your data that could be a risk to you, we will do our best to tell you.