

Employment data protection privacy notice

This privacy notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends.

We are required to notify you of this information under data protection legislation. Please ensure that you read this privacy notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

The Reading Agency ('the Company') is a 'data controller' and gathers and uses certain information about you. In this privacy notice, all references to 'we' or 'us' mean the Company.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data security policy.

About the information we collect and hold

- We may collect the following information during your employment:
- Your name, contact details (i.e. address, home and mobile phone numbers, email address)
- Your emergency contacts (i.e. name, relationship and home and mobile phone numbers)
- Information collected during the recruitment process that we retain during your employment
- Employment contract information
- Details of salary and benefits, bank/building society, National Insurance and tax information,
- Your date of birth and your age
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- Details of your spouse/partner and any dependants
- Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health)
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks
- Information on grievances raised by or involving you
- Information on conduct and/or other disciplinary issues involving you
- Details of your appraisals, goals and performance improvement plans
- Details of your time and attendance records
- Information about your use of our IT, communication and other systems, and other monitoring information
- Details of your use of business-related social media, such as LinkedIn
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur); and
- Details in references about you that we give to others

Certain of the categories above may not apply to you if you are a freelancer, volunteer or intern.

How we collect the information

- We may collect this information from:
- You and your personnel records
- The Home Office,
- Disclosure and Barring Service
- Medical and occupational health professionals we engage
- Other employees, consultants and other professionals we may engage
- Recording of meetings, conversations or discussions through notes, minutes or audio/video recordings of virtual/hybrid meetings
- Communications systems, remote access systems, email and instant messaging systems, internet facilities, telephones, voicemail, mobile phone records
- Automated monitoring of our websites and other technical systems, such as our computer networks and connections
- CCTV and access control systems

How we store the information

We will store your personal information using Breathe, our HR management system and the information we hold about you will be visible to you.

We may also store personal information about you on a secure cloud-based HR drive.

How long we keep the information

We retain personal information in line with the Limitation Act 1980 and as outlined by the CIPD guidance <https://www.cipd.co.uk/knowledge/fundamentals/people/hr/keeping-records-factsheet>

In line with the Taxes Management Act 1970, the statutory retention period for payroll and salary records is 6 years from the end of the tax year to which they relate.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes:

- To enter into and maintain a contract with you
- To comply with legal obligations (e.g. our obligations to you as your employer under employment protection, health and safety legislation and statutory codes of practice
- For the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms
- To carry out obligations or exercising rights in employment law; and
- For reasons of substantial public interest (regulatory reporting).

Further information on the monitoring we undertake in the workplace and how we do this is available from the HR Manager.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

How we may share the information

We may need to share some of the above categories of personal information with other parties (e.g. national insurance number, bank details and home address to our payroll providers).

The recipient of the information will be bound by confidentiality obligations.

We may also be required to share some personal information with our regulators or as required to comply with the law. Usually, information will be anonymised, but this may not always be possible.