

Queen Elizabeth's Foundation Privacy Policy: Employees, workers, and volunteers

Introduction

Queen Elizabeth's Foundation (QEF) is committed to protecting the privacy and security of your personal information. We are the data controller for the information you provide during the recruitment process and the course of your employment with QEF. This notice explains what decisions we have taken relevant to your personal information.

If you have any queries our contact details are:

Queen Elizabeth's Foundation
Leatherhead Court
Woodlands Road
Leatherhead
Surrey KY22 0BN

By email: HR@qef.org.uk

Telephone: 01372 841100

General Data Protection Principles

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must be:

1. Collected only for valid purposes
2. Used lawfully, fairly and in a transparent way
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Kept only as long as necessary
6. Kept securely

The information we collect about you

Most of the information we hold will have been provided by you, some will come from internal sources such as your manager or from external sources such as referees.

We collect information from you in the recruitment process from your application, that information is shared with hiring managers for the purpose of progressing your application. On appointment vetting in line with our Safer Recruitment Policy requires information to be retained on right to work, proof of identify, application for DBS check (where required) and reference information from third parties

We keep information relating to your employment including:

- Contract of employment and any amendments to it
- Correspondence with or about you, for example salary confirmations, reference requests
- Information required by payroll, benefits or expenses
- Contact details and emergency contracts
- Records of holiday, sickness and other absence
- Information relating to your health such as sick notes, Occupational Health and GP reports and reasons for absence. This is used consider how your health affects your job and what adjustments may be appropriate. Also, to manage and administer company and statutory sick pay
- Information for equal opportunities monitoring
- Records relating to career history, training records, appraisals and other performance measures such as disciplinary or grievance records

In the future if we intend to process your personal data for a purpose other than that which it was collected, we will provide you with the information on that purpose and any other relevant information.

Sensitive Personal data

Sensitive personal data which under GDPR includes data regarding racial or ethnic origin, political, religious or philosophical beliefs, trade union membership, health, sex life and sexual orientation. These are processed with your consent and you have the right to withdraw that at any time. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We process criminal record data in accordance our safer recruitment policy and our legal obligations.

How your information will be used

QEF needs to keep and process information about you for normal employment purposes. This is used for our management and administrative use only. We keep and use it to enable us to run the organisation and manage our relationship with you effectively, lawfully and appropriately during the recruitment process, whilst you are working for us, at the time your employment ends and after you have left.

Legal basis for processing the data

QEF can process personal data lawfully for a number of reasons, including:

- Performance of the employment contract

- Compliance with a legal obligation
- Protect your or another individual's vital interests i.e. a medical emergency
- Exercising official authority or carrying out a task in the public interest
- The legitimate interests of QEF or a third party

Failure to provide data necessary to enter into a contract

If you fail to provide certain information when requested we may not be able to perform the contract we have entered into with you (such as paying you or providing you with a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Who the personal data is shared with

We may have to share your data with third parties, including service providers such as our payroll, HR and Rota systems, professional advisers, insurers, NHS organisations. We require third parties to respect the security of your data and to treat it in accordance with the law.

We share personal data with third parties where we are legally obliged to do so or where we need to comply with our contractual duties to you, for example to pension providers, life insurance and health benefit providers.

The HR Department will provide information on current and ex-employees, in line with our Reference Policy and Procedure, on request. The exit interview form confirms individual agreement for future references to be taken up.

We provide data for employees working in our registered services to the Skills for Care National Minimum Data Set.

We do not transfer your data outside of the EEA.

Data Security

We limit access to your personal information to those who need to know and they are subject to a duty of confidentiality.

We keep the data secure to prevent it from accidental loss. We have measures in place to report any suspected breaches of security and will notify you or any applicable regulator where we are legally obliged to do so.

How long the data is kept for

We only retain your personal data for as long as is necessary to fulfil the purposes we collected it for, including legal, accounting or reporting requirements.

The categories of data and their retention period are detailed in the Appendix: Employee Data Retention Policy.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. You must keep us informed of changes to personal information during your relationship with QEF.

Your rights in relation to your personal data

Data subjects, including employees, have individual rights:

- **Right to be informed** about processing of personal data
- **Right to rectification** if the data is inaccurate or incomplete
- **Right of access** your personal data
- **Right to be forgotten** by having personal data deleted, or removed, on request where there is no compelling reason for QEF to process it
- **Right to restrict processing** if this is considered to be unlawful or the data is inaccurate
- **Right of portability** of personal data for your own purposes
- **Right to object** to the use of personal data for direct marketing, research or statistical purposes

We reserve the right to update this Privacy Notice at any time and will notify you of any substantial changes.

If you have any privacy-related questions or unresolved problems relating to the use of your personal data, you may complain by contacting us at dataprotection@gef.org.uk

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioners' Office. www.ico.uk

October 2022

Appendix: Employee Data Retention Policy

QEF collect employee data to meet statutory obligations and for organisational reasons necessary for the performance of an employment contact.

Records are held in both hard copy in employee files and electronically in SelectHR and our payroll system.

Records are kept for as long as is necessary and no longer, after which time they will be safely destroyed.

Data	Retained for
Statutory reasons	
Tax and NI returns	3 years after end of financial year
Wage/salary records	6 years
National Minimum Wage records	3 years after end of pay reference period
Working time related records (hours/holidays)	2 years
Accidents/injuries	3 years
Maternity pay	3 years after the end of the tax year
Statutory sick pay records	At least 3 months after the end of the period of sickness
For managing the employment contract	
Recruitment and selection for unsuccessful candidate	6 months
Personnel & training records	6 years after employment ends
Directors/SMT	Permanent for historical purposes
Parental leave	5 years from birth/adoption
Redundancy details	6 years from date of redundancy
Pension scheme investment policies	12 years
Information Governance Alliance: Records Management Code of Practice for Health and Social Care 2016	
For employees working with NHS providers. Specifically, employees working on NHS contracts.	20 Years A summary may be prepared and held until the employees 75 th birthday or 6 years after leaving whichever is the longer and then reviewed.