

Privacy Notice

For Hospiscare Staff

1 – Scope

This Fair Processing Notice (Notice) describes how Hospiscare collects and uses personal information relating to its staff.

2 – Aims

This Notice tells you what personal information Hospiscare collects about its employees, why we need it, how we use it and what protections are in place to keep it secure. If you are an external candidate and seek further information, but are unable to use any links referred to in this notice, please speak to your recruitment advisor.

3 – Key Terms

'Hospiscare', 'we' and 'us' mean Hospiscare and all subsidiaries of this charity.

'Hospiscare people' and 'you' mean prospective, present and past employees, agency staff and people connected to them (such as the person you nominate to contact in emergency).

'Personal Information' means information about you and from which you could be identified, including information which may be protected under the privacy or data protection laws of the country in which you are employed.

4 – Privacy at Hospiscare

It is Hospiscare's policy to:

- Process your personal information fairly and in accordance with applicable laws
- Tell you (either directly or in our policies) about how we will use your personal information
- Only collect personal information from you when we need it for legitimate purposes or legal reasons
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it
- Not keep your personal information for longer than we need to
- Keep your personal information secure, and limit the people who can access it
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up to date
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

Types of Information	Examples Please note that the examples are illustrative and non-exhaustive
Information about you:	Name, address, date of birth, marital status, nationality, race, gender, any online identifier such as an IP address, religion, preferred language, details of any disabilities, work restrictions and/or reasonable adjustments made.
Information to contact you at work or home:	Name, address, telephone and email address.
Information about who to contact in case of emergency (yours or ours):	Name, address, telephone, email address and their relationship to you.
Information to identify you:	Photographs, passport and/or driving licence details, electronic signatures.
Information about your suitability to work for us and/or a relevant third party:	References, interview notes, work visas, ID information such as passport details and driving licence information, records/results of pre-employment checks, including criminal record checks.
Information about your skills and experience:	Application forms and/or CVs, references, records of qualifications, skills, training, experience and employment history and other compliance requirements.
Information about your terms of employment with Hospiscare:	Letters of offer and acceptance of employment, your employment contract, details of your working schedule (days of work and working hours).
Information that we need to pay you:	Bank account details, national insurance or social security numbers (where applicable), your rate of remuneration (pay point).
Information that we need to provide you with benefits and other entitlements:	Length of service information, sickness absence dates, self certificates and Fit Notes, records of holiday and any other authorised leave taken, information about your marital status, next of kin and dependents.
Information to allow you to access our buildings and systems:	Employee identification number (UIN), computer or facilities access and authentication information, identification codes, passwords, photographs, video images.

Information relating to your performance and attendance at work:	Performance ratings, objectives, records of performance reviews, records and/or notes of 1:1s and other meetings, personal development plans, personal improvement plans, correspondence and reports, records of training and development with Hospiscare.
Information relating to discipline, grievance and other employment related processes:	Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you (with expiry dates) and other related correspondence.
Information relating to your work travel and expenses:	Bank account details, passport, driving licence, vehicle registration, MOT and insurance details.

5 – Why does the organisation process personal data?

The organisation needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit, pension and insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled to. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

Purposes for which we need your personal information:	Examples
	Please note that the examples are illustrative and non-exhaustive.
Recruitment.	<ul style="list-style-type: none"> • Run recruitment and promotions processes • Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency) • Records of employee contractual and statutory rights
Human Resources ("HR"), finance and other business administration purposes.	<ul style="list-style-type: none"> • Operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct within the workplace • Operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes

	<ul style="list-style-type: none"> • Operate and keep a record of absence and absence management procedures to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled • Obtain occupational health advice and to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled • Ensure effective general HR and business administration • Provide references on request for current or former employees • Respond to and defend against legal claims • Maintain and promote equality in the workplace
Security Purposes	<ul style="list-style-type: none"> •
Information Technology administration purposes ('IT')	<ul style="list-style-type: none"> •
Legal purposes	<ul style="list-style-type: none"> •

Where Hospiscare relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees and workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health, religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

6 – Who has access to data?

Your information will be shared internally, including with members of the HR and recruitment team (including payroll), your line manager, managers in the business area in which you work and IT staff, if access to data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

7 – How do we protect your personal information?

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. You are required to help with this by ensuring that your own personal information and that of your colleagues and third parties are kept secure. You should not share your (or anyone else's) personal information unless there is a genuine business reason for doing so.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone it shouldn't be. Information about the IT Security standards we use to protect your personal information can be found on the Hospiscare intranet.

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them, and their compliance with relevant data protection legislation throughout the time they work for Hospiscare. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them.

8 – How can you request access to the personal information Hospiscare holds about you?

If you have any questions about the personal information that we hold about you we suggest that you speak to your line manager or HR in the first instance.

To make an access request, please send a request in writing to the HR team based at Searle House. Alternatively, send your request via email to hr@hospiscare.co.uk. We will respond with the information you have requested within one calendar month of receipt.

For further information on how we store your data and our retention periods, please refer to the [Organisational Information & Records policy](#). This can be accessed via your line manager and on the company intranet.

Please sign below to confirm that you understand and consent to Hospiscare processing your personal data.

Name:

Date: