



Leeds Mind staff & applicants privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

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Contact details

Post:

Mind, Clarence House, 11 Clarence Road, Horsforth, LEEDS, WEST YORKSHIRE,
LS18 4LB, GB

Telephone

01133055800

Email: info@leedsmind.org.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Marital status
- Next of kin or emergency contact details



- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS checks)
- Political, conflict of interest or gift declarations
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs

We also collect or use the following special category information for **staff recruitment, administration and management**. We collect this information anonymously to learn about the makeup of our teams and support positive changes as part of our Equity, Diversity, Inclusion & Belonging strategy. We also voluntarily carry out pay gap analyses to make sure our pay practices are fair. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information
- Sexual orientation information

Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
- Expense, overtime or other payments claimed
- Leave (e.g. sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status



Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (e.g. Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments
- Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)



- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:



- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Where we get personal information from

We collect your information from the following places:

- Directly from you
- Employment agency
- Referees (external or internal)
- Security clearance providers
- Occupational Health and other health providers
- Pension administrators or government departments (e.g. HMRC and DWP)

How long we keep information

For more information about how long we keep your information, take a look at our retention schedule online: <https://www.leedsmind.org.uk/privacy-policy>

Who we share information with



In some circumstances, we may share information with the following organisations:

- Training suppliers
- HMRC
- Employee benefit schemes
- Health and benefit suppliers
- External auditors
- Suppliers and service providers

Data processors

We use the following data processors for the following reasons:

Evalu-8

This data processor does the following activities for us: HR records system

Frontier

This data processor does the following activities for us: Outsourced payroll provision

Royal London

This data processor does the following activities for us: Pension and benefits provider

UCheck

This data processor does the following activities for us: DBS check provider

Leeds City Council

This data processor does the following activities for us: Training Provider

Gallagher

This data processor does the following activities for us: Insurance Provider



iHASCO

This data processor does the following activities for us: Learning Management System

Great Place to Work

This data processor does the following activities for us: Employee Survey

BCN Group

This data processor does the following activities for us: IT Provider

Microsoft Office

This data processor does the following activities for us: IT Software Provider

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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