

New Starter Information - Privacy Statement for Employees and Workers

1. About this statement

Leeds Mind is committed to protecting the privacy and security of personal information.

This privacy statement sets out:

- what personal data **Leeds Mind** processes about its employees, workers and contractors, the reason it processes that personal data, its legal basis for processing that personal data, and how long it will process it for
- who to contact in the event that you have any queries relating to your personal data
- who **Leeds Mind** may share staff personal data with
- what rights you have in relation to your personal data, and how to exercise them.

Where we refer to “you” or “your”, we are referring to you as a member of staff of **Leeds Mind**

This privacy statement applies to current and former employees, workers and contractors. This privacy statement does not form part of any contract of employment or other contract to provide services and we may update this privacy statement at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

2. Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.

- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3. **Contact Details**

We have included below details of who to contact in the event that you have any queries relating to your personal data.

a. **Data controller, address and registered number:**

We, Leeds Mind are the data controller.

We are a limited company registered in England under company number 2193270, with our registered office is at Clarence House, 11 Clarence Road, Leeds LS18 4LB

Contact name: Lucy Hancock
Email: lucy.hancock@leedsmind.org.uk
Telephone: 0113 3055800.

b. **Our data protection lead: Lucy Hancock (Chief Executive Officer)**

You can contact the data protection lead via telephone on 01133055800, by email on lucy.hancock@leedsmind.org.uk or by mail for the attention of the Chief Executive at the address above.

4. **Processing of personal data**

- Please find attached at Schedule 1 details regarding the data to be processed, the purpose for which the personal data are intended to be processed, our lawful basis for processing, and how long we keep the personal data.**
- Where multiple retention periods apply to one category of data, the retention period will be the longest one (although we will stop using that category of data when the retention period for that purpose expires).
- With regards to the items processed on the lawful basis of our legitimate interests, you may have the right to object to such processing. To exercise your right to object, please see the section titled "Your rights" below. Note however we may not honour your objection where we require that personal data to bring or defend a legal claim.
- Persons with whom we may share your data:**

In general, access to your personal data will be restricted to those who have a need to access it in order to carry out their duties (for example but not limited to, our HR, Payroll and Management team).

However, we will also share your personal data with the following external third parties in some circumstances:

- Regulators and government authorities such as HMRC or the police, if we are required to do so by law or if the regulator or authority requests it and we regard that request as reasonable;
- Our insurers, legal advisers or other third parties who need access to it in the context of managing, investigating or defending claims or complaints;
- Our Pension providers
- Staff Benefit providers
- Organisations (for example third-party service providers) that process your data on our behalf and are not allowed to use your data for any other purpose.

5. Your rights (with effect from 25 May 2018)

The law gives you certain rights in respect of the personal data that we hold, which you should be aware of:

- a. You have the right to obtain your personal data from us except in limited circumstances. Where we provide it, the first copy will be free of charge, but we reserve the right to charge a small fee for additional requests;
- b. You have the right to require us to rectify any inaccurate personal data we hold concerning you;
- c. Taking into account the purposes of the processing, you may also have the right to have incomplete personal data completed, by means of providing a supplementary statement or otherwise;
- d. You have the right to require us to erase your personal data on certain limited grounds (including where they are no longer necessary for the purpose for which they were collected or where you withdraw your consent **and** there is no other legal ground for the processing);

- e. Where we process personal data either on the basis of consent or contractual necessity, you provided the personal data to us, and we process that personal data by automated means, you have the right to require us to give you your data in a commonly used electronic format;
- f. You have the right to object to our processing of personal data which we process on the grounds of our legitimate interests, although we do not always have to honour your objection – we can refuse to cease processing where we have a compelling legitimate ground that outweighs your interests, or if we need the data to bring or defend a legal claim;
- g. You have the right to require us to restrict the processing of your personal data on certain grounds, including where:
 - i. you contest the accuracy of the personal data and want us to restrict processing of your personal data while we verify its accuracy;
 - ii. the processing is unlawful, but you request a restriction of the processing rather than erasure;
 - iii. we (as controller) no longer need the data for the purposes of the processing, but you have told us you require us to retain that personal data for you to establish, exercise or defend legal claims; or
 - iv. you have objected to us processing your personal data on grounds of legitimate interests and want us to restrict processing of your personal data while we consider your objection.

If you would like to exercise any of these rights, please contact us using the details set out at the top of this notice.

6. If we can't remedy an issue you have

Should you have any complaints or issue with our treatment of your personal data, you may lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk>).

7. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information

Schedule 1

Type of personal data:	Purpose:	Lawful basis for the processing:
<p>Upon Employment Name, date of birth, home/personal contact details, next of kin and salary.</p> <p>Your employment contract and related documents.</p> <p>Details of any CCJs or convictions</p> <p>Your training, review and appraisal records.</p> <p>Annual leave records.</p> <p>Your driving licence details and driving records (if applicable)</p> <p>Information relating to salary advances or loans, deductions from third parties.</p>	<p>During your employment: administration of your employment.</p> <p>After your employment: defending legal claims.</p>	<p>During your employment, non-sensitive data: necessary for the performance of your employment contract.</p> <p>Failure to provide this personal data will mean we are unable to employ you.</p> <p>During your employment, sensitive data: compliance with legal obligations in the field of employment, social security and social protection law.</p> <p>After your employment, non-sensitive data: necessary for our legitimate interest of establishing, exercising or defending legal claims.</p> <p>After your employment, sensitive data: necessary to establish, exercise or defend legal claims</p>