

Privacy Notice for employees & volunteers

NCHA HR, Pelham House, 25 Clumber Avenue, Nottingham, NG5 1AG

What information do we hold and why?

We collect information about you when you work or volunteer with us to fulfil our legal and contractual obligations as an employer.

The type of information we collect includes but is not limited to; name, address, gender, contact details, eligibility to work in the UK, date of birth, your application, information about your terms and conditions of employment, your bank account, national insurance number, periods of leave taken and details of disciplinary/grievance issues relating to you.

How will we collect this information?

Data will be collected from you and NCHA's management during your employment. You provide data to NCHA using a self service portal. Management collects information relating to you and your employment (e.g. performance data, sickness and pay data)

How will we use it?

We use this data for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as an employer, for example to pay you, monitor your performance and to confer benefits in connection with your employment.

We will process special category data relating to you including, as appropriate:

- information about your physical and/or mental health in order to monitor sick leave and take decisions as to your fitness for work;
- protected characteristics as defined in the Equality Act to monitor compliance with equal opportunities legislation;
- Trade Union membership in order to comply with employment and/or legal requirements

Who will we share it with?

We share the data with third parties in connection with your employment and pay (e.g. benefits and/or occupational health providers, HRMC, NCHA recognised Trade Unions). When sharing personal data we will abide by the General Data Protection Regulations. We will not transfer your data outside the European Economic Area.

Security, access to your information and correction

We have in place procedures and technologies to maintain the security of your personal data from the point of collection to the point of destruction. You have rights in relation to the data we hold, including the right to view your employment records. You may ask us to correct or remove information you think is inaccurate. We want to ensure that your personal information is accurate and up to date, to do so we provide access to a self service portal.

Data retention

We will not keep your personal data for longer than is necessary for employment purposes. Data will be destroyed or erased from NCHA systems when it is no longer required which is usually 6 years after completion of employment.

Who and How to Contact us

Please contact us if you have any questions in relation with this notice or the information we hold about you:

Email: data.protection@ncha.org.uk

Phone: **0800 5610074**

Post: Data Protection Officer
Unit 2 Clumber Court
Pelham Avenue
Nottingham
NG5 1AJ