

Privacy notice – Aspire Staff

Why do we hold your data?

The personal information we hold allows us to have an employment relationship with you. There are a range of activities where your data is used such as:

- Payment of salaries, allowances and expenses
- Statutory requirements for example: reporting to Government/HMRC
- Service delivery
- Service improvement and planning
- Prevention and detection of crime such as fraud
- Payroll transactions
- Equality Monitoring
- Promoting Access To Work

What personal data do we hold?

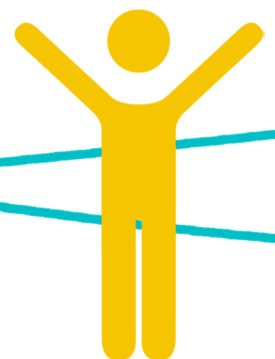
For Aspire to have an employment relationship with you we need to hold your information. The General Data Protection Regulation (GDPR) requires us to only hold information that is required and that we have a 'Lawful Basis of processing'. The table below provides examples of the data we hold and the Lawful basis of processing.

Some data is called special category data which is more sensitive. Special category data includes information about an individual's race, ethnic origin, politics, religion, trade union membership, genetics, health, sex life or sexual orientation and we have to look after this information more carefully.

For any special category data the GDPR requires us to have a 'Condition for processing special category data' which for your information is:

- (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Further information on Lawful basis of processing and special category data can be found on the information commissioner's office website <https://ico.org.uk/>



Data we hold	Lawful basis of processing	Special Category Data
Name (including former name)	Legitimate interests	No
Address, phone number, email address	Legitimate interests	No
Date of birth	Legitimate interests	No
National insurance number	Legitimate interests	No
Ethnicity	Legitimate interests	Yes
Nationality	Legitimate interests	No
Gender	Legitimate interests	No
Religion	Legitimate interests	Yes
Relationship status	Legitimate interests	No
Sexual orientation	Legitimate interests	Yes
Disability status	Legitimate interests	Yes
Disability classification	Legitimate interests	Yes
Bank details	Legitimate interests	No
Emergency contact details Name, Address and contact details	Legitimate interests	No
Disclosure and Barring service (DBS) disclosure number/date	Legitimate interests	No
Attendance and attendance monitoring	Legitimate interests	Yes
Fit notes	Legitimate interests	Yes
Occupational health report	Legitimate interests	Yes
Training record	Legitimate interests	No

If you apply for a position with Aspire we will collect your personal data as part of the application process. If you are successful in your application we will keep your information to form your employee record. If you are unsuccessful your information will be retained for six months and then securely destroyed or deleted.

How your information is stored

Your information is stored in a range of electronic and paper formats. Access to your personal information is limited to only those individuals who are authorised to do so.

We are required by law to hold your personal information for a set period of time. We have a records retention schedule that can be viewed at <http://www.aspirecbs.org.uk/>. All personal information will be securely destroyed or deleted after the retention period.



Information sharing

Where we do not directly provide a service (for example IT and software providers, Payroll, Human Resources and Pension Providers) we may need to pass your personal data onto the organisations that do. Information will only ever be shared when it is necessary to help us provide effective services and it is done so under contract, which states how those companies must keep your data safe.

We may need to share the personal information you have given to us with organisations such as the police or other government bodies. For example, where it is:

- to prevent serious harm to others
- to help prevent or prosecute crime
- as a requirement of statute law
- because a court has asked for it

We will not share nor sell your information to anyone for marketing purposes.

Automated decision making

Aspire has no computer systems in use that make automated decisions.

Access to personal information

You can request access your information at any time by contacting us using the contact information below. Where possible we will comply with your request but sometimes this is not possible. If it is not possible for us to comply with your request we will contact you to let you know why.

How you can contact us

If you have any questions about this privacy notice, have any concerns about the data we hold and how it is used or would like to notify us of a possible data breach please contact us:

Email: info@AspireCBS.org.uk
Post: Information Compliance Officer
Aspire Community Benefit Society
Westfield Chambers
Lower Wortley Road
Leeds
LS12 4PX



Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice is V2.0 and was last updated on 21 May 2018.

www.aspirecbs.org.uk

