



Employee Privacy Notice

Dear <Name>

Consent for storage & processing of personal data

Any organization that collects personal information about people must follow the General Data Protection Regulations May 2018 . There are strict rules about sharing information which is stored on a computer or in paper files which could identify a person.

Some of the information that we need to keep on employee's files includes sensitive personal data, including information about health conditions. We keep this information securely, so that it cannot be accessed by anyone outside the Money Advice Plus senior management team.

If you have any questions or concerns about the way we keep or use your information, please ask your line manager. You have a right to see information about you that we hold.

I have read the employee privacy notice, and I agree to Money Advice Plus storing & processing my personal data as set out.

Signed..... Date.....

From time to time we take **photographs** of Money Advice Plus activities & events, or in the workplace, to be used in our publicity. If you agree that pictures of you in the workplace, or attending staff events can be used on the website, in printed publicity, or on social media, please sign here:

Signed..... Date.....

Employee Privacy Notice – More information about Data Protection

This notice applies to :

- Volunteers and trustees
- Paid employees
- Job applicants (paid or volunteer posts)
- People enquiring about volunteering opportunities or job vacancies

Data Controller

Money Advice Plus keeps your personal data in our office, and the data protection officer is Andrea Finch, who can be contacted on 01273 664000.

Data

This information applies to any employee or volunteer of Money Advice Plus. Where we have received data relating to an individual who does not become an employee or volunteer (eg a job application or an enquiry) we store the data for only as long as is required to track the progress of the application or enquiry and provide feedback to the applicant where appropriate.

Processing Your Data

Data is processed to provide equal opportunities reports. Data that is collected and processed in this way is always collected in an anonymised form and is not kept on any individual's personnel or employment record. We are mindful that data can identify individuals even when separated from names etc (eg where there are a small number of employees in a role or applicants for a job) and reports are checked by the data controller before publication. Once reports are produced, the data sources (eg equal opportunities monitoring forms) are securely destroyed.

Employees and volunteers are informed of their right not to provide the data, and that a refusal will not prejudice any job application. Records of refusals are not kept.

Categories of Data

The data that we hold is necessary in order that we can fulfil our functions & statutory duties as an employer. We are required to retain this after the end of employment.

Each year we review what categories of data we collect and hold on our database, and check that it is still required for a good reason.

Sources of Data

Most data is provided directly by employees, and you would be notified if we obtained data from elsewhere (eg, requesting a reference from a previous employer, or a medical report from your GP)

Data Transfers

Personal data is never transferred from Money Advice Plus without explicit consent for information sharing from an employee.

Data is never transferred outside the EU.

On occasion we may contract outside agencies to process data on our behalf. We follow our confidentiality policy and before data is shared we must be satisfied that the outside agency has arrangements to securely store the data and dispose of it properly as soon as the work is completed.

Retention of Data

We keep most personnel records for 6 years after the end of employment. Certain categories of information are kept for shorter periods of time, as the time needed to fulfil our legal duties as an employer.

Your Rights

You have a right to withhold data:

You have a right to withhold data that is not required for us to fulfil our obligations as an employer. When we collect data in this category you will be notified that you have the right to withhold.

You have a right to be forgotten:

We have a legal obligation to keep the data on employees after the end of employment.

You have a right to see all the data about you that we hold

You should request this in writing to the data controller, specifying an address to which we can post the data, or specifying if you require the information emailed in an electronic format. Information will be provided at the latest within one month of receipt. If requests for data are repetitive or otherwise excessive, then we will follow GDPR guidance.

You have a Right to correct data if we have got it wrong

You should address requests for correction to the data protection officer.

Your Right to Restrict Processing of Personal Data

If you object to our legitimate processing of data, please speak with the data protection officer. We process personal data only as is necessary to enable us to fulfil our statutory duties as an employer, or in the pursuit of our legitimate business.

Your Right to Complain

You have a right to object to the processing of your personal data. Please speak or write to the data protection officer if you have any concerns.

You Have Rights in relation to automated decision making & profiling

Money Advice Plus does not use automated decision making & profiling