



## Appendix 6

### Privacy Notice – Employees

This Privacy Notice is for our employees. It explains what personal data we process, when we collect it and how we use this. During the course of our activities, we will process personal data about you, (which may be held on paper, electronically, or otherwise). We recognise the need to treat it in an appropriate and lawful manner.

#### Who are we?

Homes for Life Housing Partnership (“we” or “us”) is a Scottish Charity (Scottish Charity Number 028542), a Company registered in terms of the Companies Acts with registered number 188299 and having their Registered Office at 57 Market Street, Haddington, East Lothian, EH41 3JG. We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 2018 and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z4790842 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is RGDP LLP who may be contacted at:

RGDP LLP  
Level 2, One Edinburgh Quay  
133 Fountainbridge  
Edinburgh  
EH3 9QG

Telephone: 0131 222 3239 / 07741 738842  
Email: [info@rgdp.co.uk](mailto:info@rgdp.co.uk)

Any questions relating to this notice, our Data Protection Policy and data protection practices should be directed to our Data Protection lead at: 01620 829300 or [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk) or our offices at 57 Market Street, Haddington, East Lothian, EH41 3JG.

## Data Protection Policy Appendices

We collect information including personal data directly from you or from third parties (including employment agencies, former employers and other referees, pension providers, medical professionals, professional bodies, IT and/ or telephony service providers, and background check providers). We will only process your personal data if we have a good reason and valid legal basis (such as a legal obligation or contract) to do so. The information we collect includes but is not limited to:

- Name, date of birth, gender, and address
- Contact details including telephone number, mobile number, and E-mail address
- NI number
- Bank account details
- Information confirming your nationality and entitlement to work in the UK
- Marital status, next of kin, dependants, and emergency contact details
- employment information including start and end dates, working hours and other attendance information, remuneration and other entitlements, pension details, leave and other absences including sickness, disciplinary or grievance information, performance monitoring and assessment information
- medical or health conditions, including any disabilities for which we need to make reasonable adjustments
- relevant experience, qualifications skills and training
- information on relevant criminal convictions
- information confirming eligibility to drive and insurance cover if required to drive and/ or use own vehicle
- trade union membership- if required for representation
- email exchanges, call and web browsing histories for Company equipment and accounts
- equal opportunities monitoring information about ethnic origin, sexual orientation and religion or belief
- relevant correspondence

We collect and use the above information and personal data for:

- Recruitment and selection
- Administration of employment and appointment contracts or agreements
- Payment of salaries
- Pensions and associated benefits
- Membership of professional bodies
- Appraisal, training and development
- Management of our services

We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including but not restricted to the following:

- To confirm your right to work in the UK
- To obtain necessary disclosures including PVG, criminal convictions and offences
- To prepare and process your salary payments including Tax, National Insurance and Pension deductions/ contributions
- To allow your pension provider to process pensions information and administer your pension
- To comply with our obligations under health and safety legislation
- To comply with our obligations under employment legislation
- To obtain or provide employment confirmation and references from and to employers
- Subject to your consent, to obtain or provide agreed employment confirmation and references to other agreed third parties including mortgage providers and landlords
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners

Some of the Personal Data that we may need to process is classified as Special Category Personal Data and is subject to specific processing conditions under the UK GDPR. This includes but is not restricted to information about your ethnic origin, religious beliefs, trade union membership; criminal convictions, and offences or alleged offences. We will only process your special category personal data if we have a good reason and valid legal basis (such as for employment reasons) to do so.

Your information will only be processed within the UK.

When you give us information including personal data we will take steps to make sure that your personal information is kept secure and safe.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Require us to correct any inaccuracies in your information
- Object to and require us to delete or stop our processing of your personal data- where that processing is no longer required for the purposes of your appointment with us, our related legal obligations or legitimate interests.

If you would like to find out more about how we use your Personal Data or want to see a copy of information about you that we hold or wish to exercise any of your rights under the General Data Protection Regulation, please contact our Data Protection lead at: 01620 829300 or [info@homesforlife.co.uk](mailto:info@homesforlife.co.uk) or our offices at 57 Market Street, Haddington, East Lothian, EH41 3JG.

If you remain unsatisfied about the way your personal data is processed by us, you have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your personal and contact details.

Last updated 14 December 2021.