

Staff, Volunteer and Host Privacy Notice

IMPAKT Housing & Support Staff, Volunteer and Host Privacy Notice

IMPAKT Housing & Support (“we,” “us,” “our,” or the “Organisation”) is committed to protecting the privacy of individuals who are employed by us (“Staff”, “Employee”) or who would like to work voluntarily (“Volunteer”) within the Organisation including “Trustees”, or who would be associated with IMPAKT Housing & Support as “Hosts”

This Privacy Notice describes the Organisation’s information and privacy practices including how it collects, uses, shares and secures the personal information of Staff, Volunteers, Trustees and Hosts. It also advises of the rights and choices offered regarding use, access and amendment of personal data.

IMPAKT Housing & Support as Data Controller

IMPAKT Housing & Support is listed as the Data Controller for personal data collected in connection with IMPAKT Housing & Support services. IMPAKT Housing & Support will only process your personal data in accordance with applicable data protection and privacy laws.

IMPAKT Housing & Support are listed on the Information Commissioner’s Office (“ICO”) register of Data Controllers with registration number Z2740631.

Our Contact Details

Contact information

For the purpose of applicable data protection legislation, the Data Controller of your personal data is IMPAKT Housing & Support located in Bedfordshire, UK.

IMPAKT Housing & Support
43 Bromham Road
Bedford
MK40 2AA
01234 307040
www.impakt.org.uk
hello@impakt.org.uk

The main point of contact for data protection matters including questions regarding this Privacy Notice should be directed to the IMPAKT Housing & Support privacy team by emailing us at

Privacy@impakt.org.uk

or by writing to us at:

IMPAKT Housing & Support
Data Privacy Team
43 Bromham Road
Bedford
MK40 2AA

The type of personal information we collect and how we collect it

We currently collect and process the following information:

Directly from you

Personal identification data (including photograph)
Historical data (employment, criminal, address, education)
Financial data
Religious beliefs
Performance data
Support, Health & Wellbeing needs.

Indirectly from the following Sources

IMPAKT Housing & Support: servers store information when you visit a IMPAKT Housing & Support website. Stored information includes the URL, IP address, browser types and language, and also the date and time of your request; Site CCTV (video footage); Remote Desktop Protocol (RDP) Session info - Username, Remote IP, web history, file access
Disclosure and Barring Service: (DBS) check
Previous Employers: References
Health Professional: Health Report

The lawful bases for processing this information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your Consent – we will use this where we can offer you a choice as to whether or not we collect, store, share or otherwise process your information. This will be made clear to you, and will not be done unless we have your consent. If you later want to withdraw your consent, contact IMPAKT Housing & Support at Privacy@impakt.org.uk

Consent of Children - If the personal information collected relates to somebody under the age of 16, this privacy notice is aimed at their parent or guardian with parental responsibility, who is expected to make a decision regarding consent on their behalf.

We have a contractual obligation – in some cases we need to collect information in order to fulfil a contract

We have a legal obligation in some cases we need to collect information in order comply with employment law and / or fulfil our legal obligation

We need it to perform a public task – where we are working to assist with public law we will collect your information under public interest. We will be clear about why we have to collect this information, how it will be used, who you can expect it to be shared with and why.

We have a legitimate interest – we may collect other information about you which we believe will assist you when you are with us, or which we feel is relevant to your role with us.

If you have any objections to these types of processing, you can contact the Data Protection Officer using the details below.

What we do with the information

How we use your personal information

We use the information in order to comply with our legal obligations and for equal opportunities monitoring; to ensure health, safety and wellbeing; to provide you access to business services required for your role; to manage our human resources processes; to meet training and development needs; to ensure the security of our premises, IT systems and people.

In addition, for Staff members we use the information in order to carry out the contract we have with you; for the payment of your salary, pension and other employment related benefits; for the administration of statutory and contractual leave entitlements such as holiday or maternity leave; to assess your performance; to conduct pay and grading reviews and to deal with any employer / employee related disputes; to assess your compliance with corporate policies and procedures.

Sharing your personal information

We may need to share some of your information, and we will always take appropriate precautions before doing so. If there are parties we share with regularly, their details will also be provided in this Privacy Notice, along with a reason for doing so. Where we do not need to share information, we will always ask for your consent. We do this to respect your right to have a control over your data, and where it is going.

Service Providers

IMPAKT Housing & Support may share Data about our Employees with the Organisation's contracted service providers so that these service providers can provide services on our behalf. These service providers are authorised to use your personal information only as necessary to provide the requested services to us. Without limiting the foregoing, we may also share Data about Employees with the Organisation's service providers to ensure the quality of information provided, and with third-party social networking and media websites, such as Facebook, for marketing and advertising on those websites. Unless described in this Privacy Notice, IMPAKT Housing & Support does not share, sell, rent, or trade any information with third parties for their promotional purposes.

IMPAKT Housing & Support stores your personal information for use in general enquiries & job applications:

- IMPAKT Housing & Support Mail Servers (UK)
- IMPAKT Housing & Support File Servers (UK)

Third Parties

IMPAKT Housing & Support maintains contracts with these third parties restricting their access, use and disclosure of personal data in compliance with our data protection obligations, and IMPAKT Housing & Support may be liable if they fail to meet those obligations and we are responsible for the event giving rise to damage.

We may disclose your personal information to any of the following third parties without your prior consent.

- Social Services Safeguarding Teams: Personal Information relating to Safeguarding situation
- ADP: Payroll and HR information
- Employee Vetting: DBS, provided references
- Royal London: Pension information
- Yu-Life Basic staff information for registration of employee perks
- Colleges and Learning Centres: Workplace summaries, attendance (Student Social Workers & Apprentices)

Compelled Disclosure

IMPAKT Housing & Support reserves the right to use or disclose information provided if required by law or if the Organisation reasonably believes that use or disclosure is necessary to protect the Organisation's rights and/or to comply with a judicial proceeding, court order, or legal process. In addition to the above, the following are bodies we might expect to require information from IMPAKT Housing & Support:

Police

Social Services

DWP

HMRC

IMPAKT Housing & Support Insurers

International transfer of information collected

For Employee Data:

Your data, including personal data that we collect from you, may be transferred to, stored at and processed by parties in the United States, where data protection and privacy regulations may not offer the same level of protection as in the EU.

- Royal London: US Data hosting (on occasion).

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this notice.

How we store your information

Your information is stored on our secure servers in Drives and folders accessible only to relevant staff. In certain cases, it may also be password protected by the Director of HR. HR and Payroll information is stored securely by our service provider Sage HR and Sage payroll.

Data Retention

We will only retain your personal data for the period that you are employed, volunteering or Hosting with us, plus whichever is the longer of:

1. As dictated by legal requirements & employment law
 - HMRC data (Payroll, Tax etc)
 - HR Information: Health, Training, Disciplinary, Performance & Review, Contract etc
2. In the cases of marketing materials (such as case studies, photographs etc) for as long as you have allowed us consent, or until you withdraw that consent.

We will only retain the data which is relevant to the reason which we are citing for retaining as above.

Your data protection rights

Rights and Choices regarding your Personal Data

Access (Right to be informed, Right of Access)

You may access the data we hold about you at any time by contacting us directly at Privacy@impakt.org.uk

Amend (Right to Rectification)

You can also contact us to update or correct any inaccuracies in your personal data

Move (Right to Data Portability)

Employee data is portable. Where the right applies, Staff are entitled, on request, to receive their data in a structured commonly used and machine-readable format and to have the data transferred to other Organisations.

Erase and forget (Right to Erasure)

In certain situations, for example when the data we hold about you is no longer relevant or is incorrect, you can request that we erase your data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Privacy@impakt.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Privacy@impakt.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Changes to this privacy notice

IMPAKT Housing & Support may update this Privacy Notice from time to time. If we make any material changes, we will notify you by providing a copy (paper or email) of the revised Privacy Notice. This helps you to always be aware of what information we collect, how we use it and under what circumstances, if any, it is disclosed. Any additional provision of personal data during continued employment, Volunteering or Hosting for us at IMPAKT Housing & Support will be subject to the then-current Privacy Notice.