

Privacy Notice



Harrogate Neighbours Housing Association Ltd

What is the purpose of this document?

This Privacy Notice sets out what Personal Data we may gain about you as an employee, why we collect that information, how we store that information, how that data is used and who we may share that information with during your employment with us and after it has ended.

Personal Data means any information that is about you. There are "special categories" of more sensitive personal data which require a higher level of protection, such as information about an employee's health or sexual orientation. Special Category data is defined by the Data Protection Act 2018 and GDPR.

Harrogate Neighbours Housing Association Ltd (Company number IP18429R) (the 'Company') is a "data controller" and collates and processes information about you.

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The data we collate, store, process and share

The information we collate, the source of that information, the reason why we store and process that data, and why we share that data and who we share it with, is all detailed within the 'Data Table' at Appendix 1.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Do we need your consent to hold and process Special Category data?

In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

We may process Special Category data where we need to carry out our legal obligation or exercise rights in connection with employment or where it is needed in the public interest, such as for equal opportunities monitoring. Rarely we may need to process this data in relation to legal claims. Very rarely we may need to process data where it is needed to protect your or someone else's interests and you are not capable of giving consent to the processing of that data or if the information is already in the public domain.

Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the Group Company (as detailed within the Data Table). If it is proposed that all or part of the Group Company is purchased by another organisation and your data is shared with a prospective purchaser, then the recipient of that information will agree to hold that information confidentially and securely.

In addition to the above, we may share your data for –

- 1) Our legitimate interests (or those of a third party) unless our legitimate interest is overridden by your interests and fundamental rights.
- 2) Where we need to protect your interests (or someone else's interests);
- 3) Where it is needed in the public interest.

We may also need to share your personal information with a regulator or to otherwise comply with the law.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we have considered the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Having considered all these factors, generally speaking employee data will be held for six years following the termination of employment on the basis that the Company will need to retain this information to defend any legal claims that may be issued against it.

Please note that any information relating to your pension will be kept for 100 years. Any information relating to health and safety assessments will be retained for 40 years.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact data privacy manager in writing.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact data privacy manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data privacy manager

We have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) (ico.org.uk/concerns), the UK supervisory authority for data protection issues.

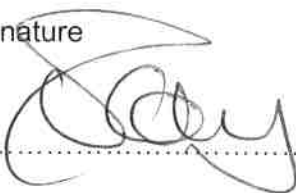
Changes to this privacy notice

We reserve the right to update this privacy notice and/or the Data Table at any time, and we will provide you with a new privacy notice or Data Table when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact our data protection officer sue.cawthray@hnha.co.uk, Head Office The Cuttings 164 Station View Harrogate HG2 7DZ.

I, Susan Cawthray (Chief Executive Officer), acknowledge that on Tuesday 13th July 2021, I received a copy of Harrogate Neighbours Housing Association Ltd's privacy notice for employees, workers, and contractors and that I have read and understood it.

Signature



Name

S. CAWTHRAY

Data Table

The information we collate and the source of that information	The reason why we store and process this data (legitimate interests)	Why we share this data and who we share it with
<p>Information provided by you and/or created by the Company and/or your previous employer(s) and/or Recruitment Agency(ies) and/or HMRC and/or Pension Provider(s)</p> <p>Personal contact details – name, title, addresses, telephone numbers (including mobile numbers), emergency contacts, next of kin, date of birth, details of your spouse/partner, dependants, copy of driving licence, business motor insurance, curriculum vitae, data obtained during recruitment process, personal email addresses.</p> <p>Salary, benefits, employment details, annual leave, pension(s), start date, date of continuous employment and references. Tax and bank details - National Insurance Number, bank account details, payroll records and tax status.</p> <p>Details of any pension, shares, bonus or commission schemes and information required to administer any pension scheme.</p>	<p>To determine whether to enter into and to exercise the contract of employment and/or benefit schemes and/or policies.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To comply with legal, regulatory and corporate governance.</p> <p>To obtain and comply with the requirements of any insurance policies.</p> <p>For substantial public interest.</p> <p>To conduct data analytics studies to review and better understand employee retention and attrition rates.</p> <p>To help providing training to staff and ensure that a record is retained of any accreditations for the benefit of the employee and the Company.</p>	<p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p> <p>Cloud based HR Software provider, to securely record your benefits, entitlements and personnel information.</p> <p>Pension provider/Trustee/administrator/intermediary, to administer your pension.</p> <p>Insurance provider, underwriter and/or broker, to ensure appropriate cover is in place relating to your employment or to process a claim.</p> <p>Regulatory and/or statutory bodies, as may be relevant to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Third parties, as necessary to exercise the contract of employment.</p> <p>Auditors as may relate to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Accreditation bodies such as investors in People and/or Contractor Health and Safety Assessment Scheme.</p>
<p>Information provided by you –</p> <p>Your racial or ethnic origin*, gender, gender reassignment, sex*, sexual orientation*, marital or civil partnership status, religious or philosophical beliefs*, political opinions*, health (including disabilities) *, age, pregnancy and maternity.</p>	<p>To exercise the contract of employment and/or benefit schemes and/or policies.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To comply with legal, regulatory and corporate governance, including equality monitoring and UK employment laws.</p> <p>For substantial public interest,</p>	<p>Regulatory and/or statutory bodies, as may be relevant to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Anonymised equality and diversity information may be published on the Company's website and shared with and published by statutory/regulatory bodies.</p> <p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p>

	<p>such as equality opportunity monitoring.</p> <p>To further any process, function or request that you have consented to that involves the processing of Special Category data.</p>	<p>Third parties, as necessary to exercise the contract of employment (this will not usually include Special Category data from which you can be identified unless you have consented to share such information with a third party).</p> <p>In relation to any legal claims, where it is necessary to protect your (or someone else's) interests and you are not capable of giving consent or the information is already in the public domain.</p>
<p>Information provided by you and/or DBS -</p> <p>Any criminal convictions* or restrictions from working with vulnerable individuals.</p>	<p>To determine whether to enter into and to exercise the contract of employment and/or policies.</p> <p>To comply with legal, regulatory and corporate governance.</p> <p>For substantial public interest, such as preventing unlawful acts.</p> <p>To protect or preserve the reputation of the Company and/ or your profession.</p> <p>As necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on you or the Company in connection with your employment.</p> <p>To further any process, function or request that you have consented to that involves the processing of information concerning criminal convictions.</p>	<p>Regulatory and/or statutory bodies, as may be relevant to your employment or the work that you undertake.</p> <p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p> <p>Auditors as may relate to your employment or the work that you undertake.</p> <p>In relation to any legal claims, where it is necessary to protect your (or someone else's) interests and you are not capable of giving consent or the information is already in the public domain.</p>
<p>Information provided by you and/or Home Office -</p> <p>Nationality, immigration status and related right to work documents.</p>	<p>To determine whether to enter into and to exercise the contract of employment and/or benefit schemes and/or policies.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To comply with legal, regulatory and corporate governance and comply with UK employment and immigration laws.</p> <p>For substantial public interest, such as preventing unlawful acts.</p>	<p>Regulatory and/or statutory bodies, as may be relevant to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p> <p>Third parties (for example a legal or professional representative you have appointed in relation to your immigration status), as necessary to exercise the contract of employment.</p> <p>Auditors as may relate to your employment, your pay, benefits or entitlements or the work that you</p>

		undertake.
<p>Information provided by you and/or created by the Company and/or Service Providers acting on behalf of the Company</p> <p>Your name, length of employment, job title, basic personal details (your marital status, the number of dependants you have, hobbies and pets) password(s), passcode(s), photographs, images and videos.</p> <p>CCTV footage and other information obtained through electronic means such as access cards, fobs, discount cards, fuel cards and/or Company credit cards.</p> <p>Passwords and Passcodes must only be disclosed in accordance with the Company's IT and Communications Policy within the Staff Handbook.</p>	<p>To promote the business (including its products and services) and to aid communication.</p> <p>To assist with office/building/ staff, IT and communications security and staff identification.</p> <p>To exercise the contract of employment and/or policies (including grievance, disciplinary, performance and capability).</p> <p>For substantial public interest, such as preventing unlawful acts.</p> <p>To comply with legal, regulatory and corporate governance.</p>	<p>To third parties via the Company's information and communications systems, security systems, website (internet and intranet) and publications.</p> <p>Consultants, third parties and professional advisors, that assist the Company with IT, communication and security related matters.</p> <p>Customers, clients, staff members and members of the public.</p> <p>Consultants, third parties and professional advisors, that assist the Company with promotion, marketing and/or advertising.</p> <p>Regulatory and/or statutory bodies, as may be relevant to your employment, the prevention or investigation of crime, or the work that you undertake.</p> <p>To third parties in relation to any legal claims.</p>
<p>Information provided by you and/or created by the Company and/or customers, clients, service providers and contractors and/or provided by your doctor(s), the Company's occupational health professionals</p> <p>Employment Records -job title, work history, work hours, holidays, training records, punctuality, salary, benefits, performance information (including appraisals), disciplinary and grievance information and professional memberships, sickness* and absence, (including Special Category data concerning health (including disabilities) *, your physical and/or mental</p>	<p>To exercise the contract of employment and/or benefits and/or policies (including appraisals, performance, capability, grievance and/or disciplinary).</p> <p>To comply with legal, regulatory and corporate governance.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To assess qualifications for a particular job or task, including decisions about training, development and promotion.</p> <p>To conduct data analytics studies to review and better understand employee retention and attrition rates.</p> <p>To further any process, function</p>	<p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p> <p>Cloud based HR Software provider, to securely record your benefits, entitlements and personnel information.</p> <p>Pension provider/Trustee/administrator/intermediary, to administer your pension.</p> <p>Insurance provider, underwriter and/or broker, to ensure appropriate cover is in place relating to your employment or to process a claim.</p> <p>Regulatory and/or statutory bodies, as may be relevant to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Third parties, as necessary to exercise the contract of employment.</p>

<p>health* and associated treatment).</p>	<p>or request that you have consented to that involves the processing of Special Category data.</p>	<p>Auditors as may relate to your employment, your pay, benefits or entitlements or the work that you undertake.</p> <p>Occupational health provider of other medical professional appointed, instructed or retained by you or the Company.</p> <p>To third parties in relation to any legal claims.</p>
<p>Information provided by you and/or created by the Company (including its systems)</p> <p>Any data (including documents, text, technical data, illustrations, imagery and audio recordings) that is created when using the Company's information and communication systems (for either work or private use) via a Company or personal device – including the use of the Company's email system, website, vehicle and mobile phone tracking hardware and software, internet, intranet, instant messaging, software (including antivirus, location software, firewalls, anti-spyware, any other security software and IT monitoring software - keystrokes, screen capture, cookies, device identifiers, data logs, data transfer, mouse movement and printing), telephone systems, mobile phones, conference call facilities (including webcams).</p>	<p>To exercise the contract of employment and/or policies (including IT and Communication, appraisals, performance, capability, grievance or disciplinary and post-termination restrictions or restrictive covenants).</p> <p>To comply with legal, regulatory and corporate governance.</p> <p>To protect the Company's information (particularly commercially sensitive information) and intellectual and physical property (including that of employees and customers) – preventing unauthorised access to that data, data loss or corruption.</p> <p>To help prevent and/or investigate any criminal activity.</p> <p>To provide statistical information about the workforce's use of the Company's information and communication systems so that improvements can be implemented.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To use for training and quality control purposes.</p> <p>To conduct data analytics studies to review and better understand employee retention and attrition rates.</p>	<p>Insurance provider, underwriter and/or broker, to provide insurance cover or process a claim.</p> <p>Consultants (including IT and/or communication consultants/engineers) and professional advisors.</p> <p>Customers and/or clients and service providers and third parties that have a legitimate commercial interest.</p> <p>Regulatory and/or statutory bodies, as may be relevant to your employment, the prevention or investigation of crime, or the work that you undertake.</p> <p>Auditors to ensure the security and function and proper use of the Company's systems.</p> <p>To third parties in relation to any legal claims.</p> <p>Third parties that supply, develop or maintain hardware of software on behalf of the Company.</p>
<p>Information provided by you and/or websites and applications</p>	<p>To determine whether to enter into and to exercise the contract of employment and/or benefit schemes and/or policies (such</p>	<p>Auditors as may relate to your employment or the work that you undertake.</p>

<p>Social Media – Any personal information that is or was publicly available.</p>	<p>as post-termination restrictions or restrictive covenants, IT and Communications, Social Media, and disciplinary policies).</p> <p>To protect the reputations and interests of the Company, its customer, agents, employees, officer, clients or service providers.</p>	<p>Customers, agents, employees, officer, clients or service providers or other third parties that have a legitimate commercial or reputational interest.</p> <p>Regulatory and/or statutory bodies, as may be relevant to your employment, the prevention or investigation of crime, or the work that you undertake.</p> <p>To third parties in relation to any legal claims.</p>
<p>Information provided by you and/or your Union</p> <p>Trade Union membership/affiliation*.</p>	<p>To comply with legal, regulatory and corporate governance.</p> <p>To maintain personnel records and to ensure good workforces practices (including to register the status of a protected employee).</p> <p>To exercise the contract of employment and/or policies (including the payment of any membership fees by payroll).</p>	<p>Your Union.</p> <p>Cloud based HR Software provider.</p> <p>To third parties in relation to any legal claims.</p> <p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p>
<p>Information provided by the Company</p> <p>References – information from your personnel file, management and/or the Company's Human Resource Department.</p>	<p>To comply with legal, regulatory and corporate governance.</p> <p>To maintain personnel records and to ensure good workforces practices.</p> <p>To comply with your request to provide a reference to third parties including prospective employers.</p>	<p>Third parties including prospective employers.</p> <p>To third parties in relation to any legal claims.</p> <p>Consultants and professional advisors, to assist the Company with any matters that may arise out of your employment.</p> <p>Cloud based HR Software provider, to securely record your personnel information.</p>

*Items marked with an asterisk are Special Category data or data relating to criminal convictions. The Company has in place special measures in relation to these types of data. Details can be found in the Data Protection Policy within the Staff Handbook.

