

## Data Privacy Notice - Human Resources

### Your personal data – what is it?

Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the General Data Protection Regulation, also known as the GDPR.

### Who are we?

The United Reformed Church Trust (contact details below) is what is known as the 'Data Controller' of the personal data you provide to us. This means it determines how your personal data is processed and for what purposes.

### Why we need your personal data?

We collect and use your personal data for the following purposes:

- a) To enable us to determine your eligibility and suitability to work with the Church.
- b) To carry out pre-employment checks including Disclosure and Barring Service (DBS) checks, right to work checks and to verify references.
- c) To enable us to monitor equal opportunities to help us improve our employment practices.
- d) To support administering the payment of your salary, sick pay, pension deduction, remuneration, maternity and paternity pay and other associated contractual benefits.
- e) To enable us to administer the Personal Development Review (PDR) process and support your performance and development at work.
- f) To enable us to manage your absence history including sickness absences, annual leave, requests for unpaid leave, sabbatical and maternity and paternity leave.
- g) To enable us to support your health and safety, welfare and religious requirements and make appropriate adjustments to your work arrangements.
- h) To enable us to process employment or/and work-related claims including grievances, personal injuries and compensation claims.
- i) To enable us to contact you or your nominated contact in the case of an emergency.
- j) To enable us to provide you with a work reference for the duration of your employment with us.
- k) To enable us to comply with legislative requirements of employment laws, health and safety and social security laws.
- l) To signpost customers to relevant job roles, departments and contacts within Church House.

### What is the legal basis for processing your personal data?

We use the following legal grounds to process your personal data. Although, some of these may overlap, we have highlighted which legal basis we use for what purposes (listed above).

#### Personal data:

- Consent – a, b, c, d, f, g, h, i, l
- Contractual necessity – b, d, e, f, h
- Legal obligations – b, c, d, g, k
- Legitimate interests – a, b, c, e, g, h, j, l

### **Sensitive data:**

- Explicit consent – a, b, c, d, f, g, h, i, l
- Employment, social security or social protection or collective agreement obligations – a, b, c, d, e, f, g, h, k, l
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent – a, b, c, d, e, f, g, h, i, j, k, l
- Legal proceedings – h, k

### **How do we process your personal data?**

The United Reformed Church Trust complies with its obligations under the GDPR by:

- Processing your personal data in a lawful, fair and transparent manner.
- Collecting only personal data which is adequate and relevant to the purposes we have specified in this notice.
- Not keeping your personal data longer than necessary for the purposes we have specified in this notice.
- Ensuring your personal data is accurate and up-to-date.
- Implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction.

### **Types of personal data we process**

We process your personal data relevant to the above purposes. This includes:

- Full name
- Contact details e.g. address, email, telephone number, etc.
- Date of birth and gender
- Lifestyle and social circumstances
- References
- Employment history
- Membership details
- Goods and services
- Financial details
- Photographic identity
- Educational and training information
- Disciplinary and Grievance details
- Appraisals, PDRs and training
- Qualifications, skills and experiences
- Remuneration and benefit entitlements
- Information about nationality and entitlement to work in the UK
- Terms and conditions of employment
- Bank account, National Insurance, passport details (passport number, photo, etc.)
- Marital status, next of kin and emergency contact, childcare voucher (dependants)
- Details of your schedule to work and attendance at work

- Leave, sabbaticals, family leave, holiday, sickness absence

We also process sensitive categories of personal data that includes:

- Physical or mental health details
- Racial or ethnic origins
- Equal opportunities monitoring information
- Religious or other beliefs of similar nature
- Trade union membership

### **Where did we obtain your personal data from?**

Although most of your personal data comes directly to us by you; there are some elements of your personal data which we obtain from:

- Criminal Records Bureau
- Disclosure and Barring Service
- Recruitment agencies
- Referees

In addition, this information is collected from:

- Your applications form, CV, or/and resume
- Your passport and other identity documents such as your drivers' license
- HR forms which you will have completed at the start or/and during your employment, e.g. benefit nomination forms
- Correspondence with you
- Interviews, meetings and other assessments

### **Who the information may be shared with**

All your personal data is treated as strictly confidential and mainly processed by our staff at Church House, in particular with the Payroll and Pensions department, your line manager and managers in the business area in which you work. Occasionally, your personal data may be shared with staff in the IT department if access to your data is required for the performance of their roles. For the purposes of IT hosting and maintenance, your personal data is also located and backed up onto our servers, which are within the UK. We also use a HR information system to manage our employee files and this is stored on the cloud. No third parties (apart from those specified in this notice) have access to your personal data unless the law allows them to do so.

Where required we share your personal data for the purposes we have specified in this notice with the following:

- Staff across URC synods
- Staff across individual URC churches
- URC Committees
- Current, past and prospective employers
- Employment and recruitment agencies
- Pre-employment agencies
- Healthcare, social and welfare organisations
- Educators and examining bodies
- Financial organisations

- Ombudsmen and regulatory authorities
- Survey or/and research organisations
- Business associates and professional advisers
- Providers of goods and services
- Local and central government
- Other voluntary and charitable organisations

### **How long is your personal data kept?**

We will hold your personal data for the duration of your employment with us. When you leave your post, we keep your personal and employment details with us from the end of your employment plus 6 years to meet the various legislative requirements of employment laws. For further information on how long we keep your personal data, and to obtain a copy of our record retention schedule please contact the Records Manager at 86 Tavistock Place, London, WC1H 9RT.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

### **Transfers of personal data**

We do not transfer your personal data outside of the UK. However, if requested for the purposes of providing references or/and visa information we will transfer your personal data outside of the UK.

### **What are your rights?**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- Request to access a copy of your personal data, which we hold about you.
- Request to rectify your personal data if you find it to be inaccurate or out of date.
- Request to have your personal data erased where it is no longer necessary for us to retain such data.
- Request to have a restriction placed on further processing of your personal data when there is a dispute in relation to the accuracy or processing of your personal data.
- Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation.
- Withdraw consent to the processing of your personal data at any time.

### **Who can I contact?**

If you have any questions about how your personal data is being used please contact us at [hr.adminassistant@urc.org.uk](mailto:hr.adminassistant@urc.org.uk). You can also write to us at the Human Resources Office, The United Reformed Church, 86 Tavistock Place, London WC1H 9RT.

### **How do I complain?**

If you are not satisfied with the way your personal data is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, via email <https://ico.org.uk/global/contact-us/email/> or by telephone on 0303 123 1113.