Employee Fair Processing Notice

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Dalmuir Park Housing Association ("we" or "us") is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the **General Data Protection Regulation** (EU) 2016/679 which is applicable from the **25th May 2018**, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5642475 and we are the data controller of any personal data that you provide to us.

Any questions relating to this notice and our privacy practices should be sent to Corporate Services Officer at **admin@dpha.org.uk**

We collect the following information from you through a variety of resources (i) directly from you; or (ii) from third parties (including Employment Agencies, pensions service):

- Personal details (Name, Date of Birth, NI number
- Contact details (Address Telephone Number E-mail address)
- Medical details
- Personal characteristics such as gender, ethnicity, disability, signature
- Education history
- Qualifications
- Asylum status and your right to work in the UK
- Criminal record declaration and PVG information
- Photographs

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

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection
- Pensions and associated benefits, appraisal, training and development
- Membership of professional bodies
- Managing attendance
- Care Inspectorate / SSSC registration
- Website and publications, notice boards (internal and external) and ID badges

We may disclose to and share information about you with third parties such as pension providers, solicitors, occupational health providers, HMRC for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension;

- To allow our Occupational Health provider to liaise with your GP during periods of absence
- To allow your electronic payslips to be produced and issued to you
- Meeting our legal obligations including information we must provide to regulators and statutory authorities

Transfers outside the UK and Europe
Your information will only be stored within the UK and EEA.

Security
When you give us information we take steps to make sure that your personal information is kept secure and safe. Security measure we have in place are:

- Our premises are security alarmed and fob accessed;
- Our IT systems are actively remotely monitored by our IT support provider
- We only allow staff to access sensitive data on a 'need-to-know' basis or /and some staff have limited access to sensitive data;
- Our staff have the necessary qualifications and integrity to access data and are carefully supervised;
- All of our staff are trained regularly on data protection and some key staff have had more in-depth training;
- Paper data is stored in locked cabinets and is disposed of in secure, locked consoles which are emptied by a confidential waste company. All electronic data and media is stored on a secure server and regularly audited to ensure that no excessive data is being retained. Automatic archiving is also set up on emails and regular archiving is carried out on all data following our retention schedules.
- We have Anti-Fraud policies aimed at preventing frauds and we have clear desks; policy and ensure we practice appropriate telephone call handling;
- We securely process electronic and paper data are transmitted/moved from place to place by using encrypted USB sticks or ensure documents are password protected.

How long we will keep your information
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.

Data retention guidelines on the information we hold is provided in our Privacy Policy.

Your Rights
You have the right at any time to:

- Ask for a copy of the information about you held by us in our records; and
- Request us to correct any inaccuracies in your information

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.

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 above rights, please contact: Corporate Services Officer at **admin@dpha.org.uk.**

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are: **The Information Commissioner's Office – Scotland 45 Melville Street, Edinburgh, EH3 7HL. Telephone: 0131 244 9001**