



Bridgewater Housing Association Limited

Privacy Notice

(How we use employee and where applicable, volunteer information)

This notice explains what personal data we collect, when we collect it and how we use it. During the course of our activities and your employment with us we will process your personal data (which may be held on paper, electronically, or otherwise) 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.

1. BRIDGEWATER HOUSING ASSOCIATION

Bridgewater Housing Association Limited is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to the Data Protection Act 2018 (the 2018 Act) and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted. We will collect and process your personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z7558854X and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer (DPO) is:

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

Tel: 0131 222 3239

Email: info@rgdp.co.uk

Any questions relating to this notice and our privacy practices should be sent to Stephen McGinlay, IT Manager.

2. HOW WE COLLECT PERSONAL DATA FROM YOU AND WHAT PERSONAL DATA WE COLLECT

We collect personal data from you and trusted third parties such as employment agencies and pensions services. We use this for:

- Administration of contracts of employment;
- Processing/Payment of salaries;
- Recruitment and selection;
- Pensions and associated benefits;
- Employee Development Scheme;
- Training and Development;
- Membership of professional bodies;
- Health and Safety;
- Equal Opportunities monitoring;
- Disciplinary and Grievance procedures;
- Making reasonable adjustments if you have a disability;
- PVG checks;
- Flexible working applications.

This personal data includes, but is not necessarily limited to, the following:

- Name;
- Date of Birth;
- Marital Status;
- Next of Kin;
- Nationality;
- Entitlement to work in UK;
- Dependants;
- Address;
- Telephone Number;
- Email address;
- NI number;
- Details of your Bank Account;
- The terms and conditions of your employment;
- Personal characteristics such as gender and ethnic group;
- Qualifications/skills/experience;
- Absence information i.e. fit notes/Self Certificates;
- Emergency Contact Details;
- Employment History;
- Doctors details and any details of any allergies;
- Copy of Passport;
- Copy of Driving Licence;
- Vehicle Enquiry notice;
- Driver declaration;
- Information about your criminal record;
- Details of leave taken e.g. holiday, sickness absence, family leave and sabbaticals and the reasons for leave;
- Work Schedule and attendance at work/time recording;
- Membership of Trade Union;
- PVG checks/ disclosures;
- Hospital appointment records;
- Digital recordings of telephone conversations through our phone system.

3. LEGAL BASES FOR PROCESSING

The legal basis that we use for processing your personal data is Contract. For processing special category personal data, the legal basis we use is Employment.

4. SHARING OF YOUR INFORMATION

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 the following:

- to process your monthly salary payments to HMRC;
- to allow TPT Retirement Solutions to process pensions information and handle your pension;
- to allow electronic payslips to be produced and issued to you;
- to pay your Trade Union membership dues;
- when we grant third parties controlled access to our electronic network;
- to obtain employment related legal advice;
- to DWP, HMRC and other such third parties;
- to our Auditor to carry out our annual audit;
- 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.
- sharing of information on Twitter and Instagram to support our social media presence.

5. TRANSFERS OUTSIDE THE UK AND EUROPE

We will only be store your information within the UK and EEA.

Data shared on Twitter and Instagram may be shared outside of this region, and would be covered by the privacy policies of those social media platforms.

6. SECURITY

When we process your personal data, we take steps to make sure that it is kept secure and safe.

The Association has been awarded the Cyber Essentials Certification which provides assurance that a number of key information security controls are in place within the organisation. All employee data which is stored electronically is access controlled or digitally encrypted.

Where a physical copy of any data is stored, it is stored in a locked filing cabinet or drawer.

7. 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.

8. YOUR RIGHTS

You have rights in relation to your personal data and can ask us for the following::

- To access information about the personal data we are processing and to obtain a copy of it;
- To change incorrect or incomplete data;
- To erase or stop processing your data (in certain circumstances);
- To stop sending you marketing messages; and
- To object to certain processing activities.

If you would like to exercise any of your rights above please contact us at admin@bridgewaterha.org.uk in the first instance. You should note that your rights under the UK GDPR and 2018 Act are not absolute and are subject to qualification.

If you remain unsatisfied after your complaint has been processed by us, 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 noted below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: 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.

9. REVIEW

This version reviewed August 2023. Next review July 2025, or sooner if there is a change to how we process your data.