

Information note to employees, other workers and job applicants about our privacy notice

This is an information note to explain why we have sent you a privacy notice and to explain other things within the privacy notice.

Reason for giving you a privacy notice

We must take appropriate steps to provide you with information about how we process your personal information. This is a legal duty under the General Data Protection Regulation (GDPR).

This is to ensure that we are acting transparently and that you know exactly how we process your data.

We have chosen to meet this duty by sending you a written notice. This notice is in plain language and can also be made available in other formats, as appropriate.

Key issues within the privacy notice

The privacy notice contains four sections; each section is now explained below.

Section 1: Organisational information

This section gives you general information about contact details, including our representative.

This is the person you should contact directly if you have any issues to raise about the contents of this notice.

Section 2: Information that you have provided to us

This section explains why we gather your personal information. The reasons are related to meeting our legal obligations. These obligations are covered in statutory provisions and reflected in our employment contract.

We process your personal information only if we have a relevant legal ground for doing this. The notice explains that we process your personal information to meet contractual and legal obligations.

In the case of sensitive information (known in law as “special category data”), we must satisfy robust legal standards.

We need to share your personal information with some other organisations as part of our legal obligations.

Information sharing is, though, governed by our data sharing procedures that follow law and guidance.

This is to ensure that we process your information securely and confidentially, as appropriate. For this reason, our policy is not to transfer your personal information outside of the United Kingdom and/or the European Economic Area.

Section 3: Fair and transparent processing

This section explains how we:

- process your personal information fairly and transparently; and
- provide you with information about your rights.

We have established a range of data protection procedures that deal with particular issues.

One of these procedures is our data retention procedure. This procedure describes how long we keep information and the methods we use to destroy information securely.

We describe some of your main rights in the privacy notice, including complaint rights. And we provide further comprehensive information about rights in a separate advice and information leaflet.

Section 4: Personal information gathered from a third party

This section explains the types of personal information that we gather from other organisations or people (third parties).

This section also explains our reasons for gathering personal information, as well as our legal grounds for so doing.

Summary

It is recommended that you read this information note along with the privacy notice, and remember that all contact details are explained in this notice.