



## **Privacy Notice for Agency Staff at Whiteley Homes Trust**

### **Introduction**

This document is aimed at Agency Staff who work at Whiteley Homes Trust. It is an explanation of why we collect your personal data, how we will handle it during the time that you are working at Whiteley Homes Trust, how we store it, how long we keep it for and who we share it with. The document also outlines your rights regarding your personal data and who to speak to if you have any concerns regarding the management of your data at The Trust.

### **Why we need your personal data**

Whilst you are working at Whiteley Homes Trust we will need to collect and process your personal information. This information is collected either from you directly or sometimes from a third party.

### **What we do with your information**

The information that we hold on you will be used to comply with our statutory and/or regulatory requirements, we may also use your information to comply with our duty to make reasonable adjustments for disabled staff, ensure compliance with your statutory rights, ensure effective HR, personnel management and business administration, monitor equal opportunities and establish, exercise or defend legal claims.

### **Where and how we keep your personal data**

All the personal information we hold on you during the application process is held on site and in a secure storage facility. Electronic data is protected by the use of access controls and a robust network security regime. Paper documents that include all personal information are kept securely locked away.

### **How long will we keep your personal data**

Your personal information will be held by us for the duration of which you are working as a member of Agency Staff at Whiteley Homes Trust. We will hold your information for a further period should you return to work at the Trust until a time at which it is deemed that you would no longer be returning or if we have been advised by your employment agency or yourself that would be the case. After this time we may hold a 'thinned out' version of your file of personal information but that information will be limited to only contain information on you that is strictly necessary.

### **Who we share your personal data with**

Your personal information may be shared internally within the Trust including with members of the HR department, managers in the department that you would be working within and IT staff if access to your personal information is necessary for the performance of their roles.

If necessary Whiteley Homes Trust will share your information with third parties:



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- External organisations for the purposes of conducting background checks, including but not limited to previous and current employers.
- The DBS, to obtain a criminal record check
- Former employers, to obtain references
- Professional advisors, such as lawyers
- Any other 3<sup>rd</sup> party companies that enables The Trust where necessary to take steps at your request to enter into a contract with you. meet its obligations to the villagers and its staff and play a part in the smooth running of Whiteley Village as a retirement village and care centre for the elderly

### **Your rights regarding your personal data**

The General Data Protection Regulation allows you the following rights:

- The right to be informed about what personal data we keep, where and how we process it and who we share it with. We provide this information to you in this document.
- The right to access a copy of your personal information via a Subject Access Request (SAR). If you do request a copy of your information we will provide it to you in electronic or paper format within 40 calendar days of receiving the request.
- The right to rectification of your personal data held by The Trust. If you request a change to your data, we will make the changes within one month of your request.
- The right to have your data erased. This right is not absolute and only applies if we are able to do so without breaking other laws that we need to abide by. If it is possible to erase your data we will do so within one month of receiving your request.
- The right to restrict us processing your data. This is not an absolute right and only applies in certain circumstances. Where we are able to comply with a request to restrict processing we retain your personal data but not process it.
- The right to data portability. This right applies only to data you have provided to us. If you request a copy of your personal information for your own purposes we will give you the data in either paper or electronic format.
- The right to object to the Trust processing your personal data. You have the absolute right to object to the Trust using your personal data for direct marketing purposes.
- Rights related to automated decision making including profiling. This right relates to processes where decisions are made solely by automated means without any human involvement. Although the Trust has no automated decisions process we are obliged to inform you of this right.

### **CCTV**

CCTV is used for maintaining the security of the property and premises and for preventing and investigating crime. The information processed includes visual images, personal appearance and behaviours. This information may include images of employees, villagers, contractors and volunteers and members of the public entering or in the immediate vicinity



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of the area under surveillance. Where necessary or required the information is shared with the data subjects themselves or the police.

### **What we do to ensure your personal data is secure**

The Whiteley Homes Trust is registered with the Information Commissioner's Office (ICO) as a data controller. Our registration number is Z8923170.

In order to keep your data secure we abide by, and are accredited for the following standards:

CQC Registered

Investors in People

### **Reporting concerns regarding our management of your data**

If you have any concerns regarding our management of your data please make us aware by contacting our Data Privacy Officer. You have the right to make a complaint to the ICO at any time.

### **Amendments**

The Trust reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make a significant change.

### **Contact details**

Data Privacy Officer Tel: 01932 842360 Email: [dpo@whiteleyvillage.org.uk](mailto:dpo@whiteleyvillage.org.uk)