

Privacy Notice HR

Volunteer Cornwall holds and processes personal data and sensitive personal data about its current, past or prospective staff and others who are defined as data subjects under the Data Protection Act. This information is normally initially provided to the organisation by a prospective member of staff on an application form and is added to by the organisation over the course of employment.

Information about staff and prospective staff is retained and disposed of in accordance with Volunteer Cornwall's record retention schedules. Some information will be passed onto archive for long term historical preservation.

Personal Data

Personal data is data relating to a living individual who can be identified from that information or from that data and other information in Volunteer Cornwall's possession (for example: name, address, telephone number). It can also include expressions of opinions about an individual.

Sensitive Personal Data

Sensitive Data relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, criminal convictions. Personal data concerning disability is sensitive data.

Why does Volunteer Cornwall process personal data?

Volunteer Cornwall needs to process certain personal data about its staff for several administrative purposes including managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, training and development and monitoring equal opportunities.

Why does Volunteer Cornwall process Sensitive Personal Data?

Volunteer Cornwall processes sensitive personal data for a number of administrative purposes including equal opportunities monitoring, managing absence, administering Sick Pay, administering Maternity Leave and related pay schemes and managing obligations under Equal Opportunities legislation.

What information is collected

- Name, address and contact details
- Date of Birth
- Gender
- Ethnicity
- NHS number
- Bank details
- Next of kin
- Health details

Why we collect and use the information

We use this information:

- To create your personnel record both hard and electronic copy
- Payment of salaries and pensions
- To comply with the law regarding data sharing
- To offer support and monitor progress for appraisal purposes
- To offer support and record details of absence

The lawful basis on which we use this information

We collect and use your information:

- Because you have given your clear consent to do so
- To enable VC to employ you

Storing your information

We will hold your information:

- Within our secure SAGE HR and electronic system
- Within our secure filing system
- Within our secure archive for 6 years as stated by law. Once it is archived then the data is not retrievable by staff in the normal day to day business.

Who we share your information with

We will share your information with:

- Our Accounts Manager for the purposes of PAYE
- Between colleagues who legitimately need the information to carry out their duties.

You have the right to:

- Withdraw your consent to us holding your information at any time but it will not be possible for VC to continue employing you if you do not consent to us holding and sharing this information.
- Review the information we hold about you and correct anything which is incorrect.