

Maidstone Mencap Charitable Trust Ltd

Cobtree playschool for Special Children

Employment Privacy Notice

This privacy notice explains what information Maidstone Mencap Charitable Trust Ltd collects about you and how we use this personal information.

Your personal information will be treated with respect and confidentiality.

As the “data controller”, Maidstone Mencap Charitable Trust Ltd, will keep your information safe and secure and remain compliant to the government regulations.

What information do we collect about you?

We collect and process information about you when you are offered employment or any voluntary role with Maidstone Mencap Charitable Trust Ltd, in order to manage employment relationships.

The information we collect about you includes personal data, including:

- Your name, address and contact details, including email address and telephone numbers, your date of birth, emergency contact. Where appropriate we collect proof of the right to work in the UK.
- Your terms and conditions of employment
- Details of your qualifications, skills, experience and employment history, including start and end dates.
- Information about your remuneration, including where appropriate entitlements to benefits such as pensions and insurance cover
- Details of your bank account and national insurance number
- Information about marital status, gender, dependents, next of kin and emergency contacts
- Information about any criminal records
- Details of your work schedule, days and hours of working and attendance at work
- Details of any period of leave including sickness, holiday and family leave., paid and unpaid, including details of the reason for absence
- Details of any disciplinary or grievance procedures in which you have been involved, including warnings issued to you and related correspondence.
- Assessments of your performance, including performance development reviews, improvement plans, training and related correspondence
- Information about your medical or health needs, including whether you have a disability for which as an organisation we need to make reasonable adjustments
- Any other information you chose to provide.

How do we collect information about you?

Information may be collected in a variety of ways. For example, through application forms, CVs, from your passport or identity documents, from forms such as contracts, interviews, meetings or assessments.

In some cases, we may collect data from third parties, such as references supplied by former employers, and disclosure and barring services.

Data will be stored in a range of different places, including your personal file and in IT systems such as registers and email.

How will we use the information about you?

Maidstone Mencap Charitable Trust Ltd needs to process your personal data in order to enter into an employment contract with you and to meet our obligations under your employment contract.

For example, we collect and process your bank details in order to pay a salary.

In some circumstances, we process your personal data in order to protect and maintain the safety, health and well being of our service users, our employees and individuals.

For example, we monitor and analyse data on accidents and medication to help us understand where we can improve the safety of our settings environment. Where possible this data will be anonymised.

Who do we share your information with?

We may share certain personal information we collect about you with partners or third parties who perform services for us or with whom we have a contract. This can include auditors, professional advisors for example from the KCC Education, Welfare and Sustainability officers, Disabled Commissioning Services, or third parties who manage pensions and insurance.

As such, third party service providers are given the information that they need to perform their designated functions and we do not authorise them to disclose your personal information for their own or others marketing purposes.

With your consent we may share information to financial services for example when you make a letting or mortgage application. In some cases, we need to process your personal data to ensure that we are complying with our legal obligations. For example, this may include our requirement to check an employee right to work in the UK, to deduct tax, to comply with health and safety laws.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing data allows us to...

- Maintain accurate and up to date staff and personal records, including contact details, employee contractual and statutory rights.
- Operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct in our working environment
- Operate and keep records of personal performance and training plans to support development of the team
- Operate and keep records of absence and absence management procedures, to allow effective management to ensure employees and all individuals receive the benefits and support they are entitled to.
- Obtain occupational health advice, to ensure we comply with duties in relations to individuals with disabilities, to meet obligations under health and safety laws
- To ensure effective HR and business administration
- To provide reference on request to current and former employees
- To respond to and defend against legal claims.

How do we protect your data?

Maidstone Mencap Charitable Trust Ltd is committed to keeping your personal data safe and secure from unauthorised access. To do this we may carry out activities including encryption of your data, review on our information collection, storage and processing practices, including physical security measures; restrictions of access to personal information on Maidstone Mencap staff and individuals; policies and procedures and training.

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which will have a significant impact on you.

Access to your information

You have a right to request a copy of the information we hold about you. If you would like a copy of some of your personal information, please email office@maidstonemencap.org or put into writing and send to Office Administration and Management, Maidstone Mencap Charitable Trust Ltd, Cobtree Hall, Mote park, Willington St; Maidstone ME15 8EB. All Requests will require proof of identification before any processing can commence.

Removal or correcting of your information

You have the right to request your personal information be removed or amended from our systems unless required to fulfil a legal and mandatory requirement or contractual obligation. You can request your details to be removed or corrected by contacting office@maidstonemencap.org. we are obliged to request proof of identification before any requests are processed.

How long to we keep personal information?

Maidstone Mencap retains personal information of employees who are looking after children and young people on our premises as deemed a reasonable period of time after leaving our provision. We have a mandatory duty as a provider of Early years education to comply with information management and retention of records as informed by the KCC and government guidelines.

We follow obligations under the General Data Protection Regulation (GDPR) May 2018.