



## Employee, Worker and Volunteer Privacy Notice (policy)

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## 1. Introduction

- 1.1. The Roald Dahl Museum and Story Centre (the Museum, RDMSC) is aware of its obligations under the General Data Protection Regulation (GDPR) and domestic data protection legislation and is committed to processing your data securely and transparently.
- 1.2. This privacy notice sets out, in line with current data protection obligations, the types of data that we may hold on you as an employee of the Museum. It also sets out how we may use that information, and other relevant information about your data.
- 1.3. This notice applies to current and former employees, workers and volunteers.

## 2. Data controller details

- 2.1. The Museum is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are:

The Museum Director, The Roald Dahl Museum, 81 to 83 High Street, Great Missenden, Buckinghamshire, HP16 0AL 01494 892192.

## 3. Data protection principles

- 3.1. In relation to your personal data, we will:
  - process it fairly, lawfully and in a clear, transparent way
  - collect and use your data only for reasons that we find proper for the course of your employment or engagement with us
  - ensure it is correct and up to date
  - keep your data for only as long as we need it for legitimate business and charity purposes
  - process it in a way to minimise the risk that it could be lost, destroyed or misused in any way

## 4. Types of data we hold and process

- 4.1. We may hold and process many types of data about you. These may include, but may not be limited to:
  - your personal details including your name, address, date of birth, email address, phone numbers
  - your photograph

- a record of your gender
- a record of your dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability
- information used for equal opportunities and diversity monitoring about your sexual orientation, religion or belief and ethnic origin
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- bank details
- tax codes
- National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment/engagement with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures, appraisal forms
- details of any criminal record
- leave records including annual leave, family leave, sickness absence etc
- training details

## 5. How we collect your data

- 5.1. We collect data about you in a variety of ways and this will usually start when we undertake a recruitment exercise where we will collect the data from you directly.
- 5.2. This includes the information you would normally include in a CV or a recruitment cover letter, or notes made by our recruiting officers during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment/engagement, for example, your bank and next of kin details.
- 5.3. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.
- 5.4. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

5.5. Personal data is kept in hardcopy personnel files or digitally within our HR and IT systems. These are kept securely to minimise the risk of unauthorised or inappropriate access.

## 6. Why we process your data

6.1. The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests as a business and charity
- to protect your interests and
- where something is done in the public interest
- where we have obtained your consent.

6.2. All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out a contract that we have entered into with you and
- ensure you are paid.

6.3. We need to collect your data to ensure we are complying with legal requirements such as:

- ensuring tax and National Insurance is paid
- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled individuals.

6.4. We collect data so that we can carry out activities which are in the legitimate interests of the Museum as a business and charity. These may include, but are not limited to:

- making decisions about who to offer initial employment/engagement to, and subsequent internal appointments, promotions etc
- making decisions about salary and other benefits
- providing contractual benefits to you

- maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained
- effectively monitoring both your conduct and your performance and to undertake procedures with regard to both of these if the need arises
- offering a method of recourse for you against decisions made about you via a grievance procedure
- assessing training needs
- implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments
- gaining expert medical opinion when making decisions about your fitness for work
- managing statutory leave and pay systems such as maternity leave and pay etc
- business planning and restructuring exercises
- dealing with legal claims made against us
- preventing fraud
- ensuring our administrative and IT systems are secure and robust against unauthorised access.

## **7. Special categories of data**

7.1. In law, special categories of data include data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

7.2. We do not necessarily collect or process data from under any of these special categories. However, if we do we will process special categories of data in accordance with more stringent guidelines than other personal data.

7.3. Most commonly, we will process special categories of data when any of the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

7.4. We may use your special category data:

- for the purposes of equal opportunities and diversity monitoring
- in our sickness absence management procedures
- to determine reasonable adjustments to enable you to have equitable access to work

1.1. We do not necessarily need your consent if we use special categories of personal data in order to carry out our legal obligations, in matters of substantial public interest, or if you have already made the data public.. However, if we need to process any data within these special categories, we may inform you and ask for your consent. Refusal to give your consent may not prevent us from processing your special categories of data to carry out our legal obligations, in matters of substantial public interest, or if you have already made the data public.

## **8. Criminal conviction data**

8.1. As a child-oriented organisation we use criminal conviction data to ensure we fulfil our child protection and safeguarding obligations.

8.2. We will only collect and process criminal conviction data where it is appropriate given the nature of your role and where the law permits us.

8.3. This data will usually be collected at the recruitment stage, however, may also be collected during your employment.

## **9. If you do not provide your data to us**

9.1. One of the reasons for processing your data is to allow us to carry out our duties in line with your employment/engagement with us.

9.2. If you do not provide us with the data needed to do this, we may be unable to perform those duties e.g. ensuring you are paid correctly. We may also be prevented from confirming, or continuing with, your employment/engagement with us in relation to our legal obligations if you do not provide us with this information e.g. confirming your right to work in the UK or, where appropriate, confirming your legal status for carrying out your work via a criminal records check.

## 10. Sharing your data

10.1. Your data will be shared with colleagues within the Museum where it is necessary for them to undertake their duties. This includes, for example, your line manager and the Director for their management of your work and the Finance Manager or Finance Officer for payroll and annual leave purposes.

10.2. We share your data with third parties such as our service providers e.g. pension provider, payroll company, HR Consultant, HR online system, when there is a legitimate reason to do so, it is in line with the specified purpose for that data and the third party has the appropriate security measures in place.

10.3. We may also share your data with third parties as part of a restructure, or for other reasons to comply with a legal obligation upon us.

**Commented [EF1]:** Again, we have to be specific about what third parties might have access. Is there anyone else to add?

**Commented [EB2R1]:** I don't think so.

**Commented [EF3R1]:** I have left this in as I presume data gets passed to a payroll provider and pensions. Also I think I should be in here for the role I have played with your data and have access to.

**Commented [EB4R1]:** Should we add Breathe to this now?

**Commented [EF5R1]:** Added it here and earlier on too

## 11. Protecting your data

11.1. We have implemented processes to mitigate the risk of loss or disclosure, destruction and abuse of your data which are contained within the Data Management and Retention Schedule.

11.2. Where we share your data with third parties, we require them to have policies in place that state that your data are held securely.

## 12. How long we keep your data for

12.1. In line with data protection principles, we only keep your data for as long as we need them for, which will be at least for the duration of your employment/engagement with us though in some cases we will keep your data for a period after your employment/engagement has ended. Retention periods are set out in the Data Management and Retention Schedule.



### **13. Automated decision making**

13.1. 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 has a significant impact on you.

### **14. Your rights in relation to your data**

14.1. The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. Further information on this can be accessed from the Museum Director.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

14.2. Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. However, in some cases, we may have to continue to use the data where so permitted by having a legitimate reason for doing so, such as fulfilling a

contractual obligation to pay you for your work. There will be no consequences for withdrawing your consent.

**Commented [SG6]:** This seems a little contradictory. Can we say 'we will TYPICALLY stop processing your data...'

**Commented [EF7R6]:** I have added some additional wording - is that more sensible do you think? It is where we do not have a chose but to keep processing their data i.e. to pay them.

14.3. If you wish to exercise any of the rights explained above, please contact the Museum Director.

## 15. Making a complaint

15.1. The supervisory authority in the UK for data protection matters is the Information Commissioner's Office (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

## 16. Review Process

16.1. A policy review schedule shall be maintained. This policy will be reviewed annually by 2 Board members, as per the Policy Review Schedule. Where minor changes to the policy are required, the updated policy may be circulated digitally and approved by a majority of Board members or approved at the next Board meeting.

16.2. Where more substantial changes to the policy are judged by the 2 Board reviewers to be required, these will need to be presented, discussed and approved by a majority of the Board at the next Board meeting.