

# Contractor 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 a contractor to the Museum. It also sets out how we may use that information, and other relevant information about your data.

## 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 contract 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 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 dependents, next of kin and their contact numbers
- bank details
- building entry card records

## **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 to enter into a contract with you where we will collect the data from you directly; for example, your name, address and other personal details. Further information will be collected directly from you once your employment begins, for example, your bank details so we can pay you.
- 5.2. In some cases, we will collect data about you from third parties, such as intermediaries who may act as an introducer.
- 5.3. 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 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 receive payment for your work.

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

- making decisions about who to enter into a contract with
- managing that contract
- 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. 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. If we process special categories of data, we will do so in accordance with more stringent guidelines. 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.

7.3. 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 may process 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 engagement with us and where the law permits us.
- 8.3. This data will usually be collected at the start of your engagement, however, may also be collected during your engagement.

## **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 contract with us.
- 9.2. If you do not provide us with the data needed to do this, we will be unable to perform those duties e.g. ensuring you are paid correctly. We may also be prevented from confirming, or continuing with, your contract with us.

## **10. Sharing your data**

- 10.1. Your data will be shared with employees within the Museum where it is necessary for them to undertake their duties. This includes, for example, the finance department for administering payment under your contract.
- 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.

## **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 it, which will be at least for the duration of your contract period with us though in some cases we will keep your data for a period after your contract period has ended.

12.2. Retention periods can vary depending on why we need your data, as set out in the Data Management and Retention Schedule.

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

13.1. The law on data protection gives you certain rights in relation to the data we hold about 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.

13.2. 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 e.g. to finalise payments to you. There will be no consequences for withdrawing your consent.

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

## **14. Making a complaint**

14.1. 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.

## **15. Review process**

15.1. 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.

15.2. 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.