



Privacy Notice (Staff)

Introduction

This is one of The Happy Mums Foundation CIC's Privacy Notices.

We are required to process personal data about our staff, our beneficiaries, customers and, in some instances, the friends or relatives of our service users and staff. "Processing" can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

If you have any concerns or questions, please contact the chair of the Board or Directors via:

The Happy Mums Foundation CIC
Coach House Centre
Aglionby Grange
Carlisle
CA4 8AD
01228 592301
info@happymums.org.uk
www.happymums.org.uk

Staff, volunteers and contractors

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may process the following types of data:

- Your basic details and contact information e.g. your name, Date of birth, email address, home address, phone number, emergency contact and national insurance number.
- Your financial details eg. details so that we can pay you, insurance, pensions and tax details.
- Your training records.

We also record the following data which is classified as "special category":

- Health and social care data about you, which might include your physical and mental health. We will only collect this if it is necessary for us to know as your employer eg. fit notes or in order for you to claim statutory materials/paternity pay.
- We may also record data about your race, ethnic origin, sexual orientation or religion.

As part of your application and once every year, you will be required to undergo a disclosure and barring service (DBS) check (Criminal Records check). We don't keep this data once we have seen it.

Why do we have this data?

We need this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data under the lawful bases of a legal obligation under UK employment law.

We process your special category data under the same lawful bases, and because it is necessary for us to process requests for sick pay or maternity/paternity pay.

We may also process some elements (eg. photos and diversity data) processed with your 'explicit consent'. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent at any time. If we request your criminal records data it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation and offenders Act 1974 (Exceptions) order 1975.

Where do we process your data?

As your employer we need specific data. This is collected from or shared with:

1. You or your legal representatives; and
2. Third parties.

We do this face to face, via phone, via text, via email, via our website, via post, via attendance forms, and via social media.

Third parties are organisations with whom we might share your data. These include:

- Her Majesty's Revenue and Customs (HMRC)
- Our Pension and healthcare schemes.
- Our external payroll provider.
- Organisations we have a legal obligation to share info with ie for safeguarding.
- The Police or other law enforcement agencies if we have to by law or court order.
- Our external DBS provider;
- Traditional and social media platforms.

Friends/Relatives

What data do we have?

As part of our work providing high-quality support, it might be necessary that we hold the following information on you:

- Your basic details and contact information e.g. your name and contact details.

Why do we have this data?

By law, we need to have a lawful basis for processing your personal data.

We process your data because we have a legitimate interest in holding next of kin information about our staff.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

Where do we process your data?

As an employer we need specific data. This is collected from or shared with:

1. You; and
2. Third parties.

We do this face to face, via phone, via text, via email and via post.

We may share your data with third parties, such as:

- Organisations we have a legal obligation to share information with ie. for safeguarding
- The police or other law enforcement agencies if we have to by law or court order.

Our Website

In order to provide you with the best experience while using our website, we process some data about you.

You can see our website privacy notice via www.happymums.org.uk/privacy

The website privacy notice sets out what data we collect and how we process the data that you provide to us through the website. By visiting the website you are accepting and consenting to the practices described in the website privacy notice.

You can also access our website cookies notice via www.happymums.org.uk/cookies

Your rights

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

1. You have the right to request a copy of all of the data we keep about you.
Generally, we will not charge for this service;

2. You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request;
3. You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Information Governance Alliance's guidelines (<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>)
4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.

You may need to provide adequate information for our staff to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

If you would like to complain about how we have dealt with your request, please contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
<https://ico.org.uk/global/contact-us/>