



Data Privacy Notice for Atherton & Leigh Foodbank Staff

Personal data

When you become an employee at the foodbank, the foodbank will keep some data about you. This is “personal data”, because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

The foodbank will keep personal data about you in several ways.

- 1) your **application form** to work for the foodbank
this records your name, address, email address, phone number, if a DBS check was needed, and any unspent criminal convictions
- 2) your **terms and conditions of employment**
this holds things like your name, address, email address, phone numbers, emergency contact details, remuneration rate and pension arrangement
- 3) your **HMRC PAYE records**
these record your name, address, NI number, date of birth, and payments of salary, NI and tax
- 4) your **Pension payment records**
if we have workplace pension arrangements in place for you, then we record your name, address, NI number, date of birth, and pension contributions

This is the only data the foodbank will usually hold about you. We do not get data about you in any other way. There may also be information about you in emails.

In the event of a grievance, accusation or disciplinary matter, this will be recorded separately.

How is your personal data kept safe?

Where data is held about you on printed documents (such as your application form), this is kept in a **secure, locked filing cabinet at the warehouse**. The key is only available to **the Project Manager**.

HMRC PAYE and workplace pension data is accessed through a password-protected dedicated on-line service.

What is your data used for?

Your data is only used for purposes directly relating to your employment, particularly:

1. To contact you about your employment, if we need to
2. To contact the right person, if you have an accident or are taken ill when at work
3. To maintain PAYE records required by HMRC, and records required by any workplace pension provider

Does the foodbank have a right to your data?

Under Data Protection legislation, the foodbank needs to have a “lawful basis” for keeping your data, and for using it. There are several types of “lawful basis”. One of them is called “performance of a contract”.

When you become an employee of the foodbank, we enter into a “contract” together. You undertake to fulfil your role; we undertake to properly look after you, other people, and our accounts. To do this, we need to hold data about you. That is why the lawful basis for holding your data is “performance of a contract”.

Who can see your data?

The only people who have access to your data are **the trustees / the treasurer and the Payroll Contractor**. We are as careful as possible to make sure no one else has access to your data system.

How long will your data be kept?

Your data is kept while you are an employee of the foodbank.

If you stop being an employee, non-financial data will be kept for one year. This is so that we can contact you, if we need to ask you any questions about your time as an employee. It also helps us if you ask us for a reference, because you are applying for a job or another volunteer position. After a year these records will be destroyed, unless there is a reason why we are still in touch with you about your time as an employee. Financial records – including PAYE and workplace pension – will be kept for six years after you leave. This is so we can prove that our accounts are correct, and that we have made the right payments.

We may keep records of any grievance, dispute or accusation for up to six years.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact **the chair of trustees:**

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a “subject access request”.

If you make a “subject access request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don’t have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner’s Office.

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. **Right to have your data corrected**

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. **Right to be forgotten**

We promise to remove your data after six years. You have a right for this to happen, because we don’t need to keep your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you.