



Disability Positive – Human Resources Privacy Statement

Who are 'you'

In this privacy notice, whenever you see the words 'you', it refers to anyone internal to Disability Positive, whom we have a relationship with, including but not limited to: volunteers (including trustees and work placements), and employees (including interns and apprenticeships), or applicants to any such position.

What we need

Disability Positive is a charity providing services, opportunities and voice to people with lived experience of disability and long-term conditions, and their families, and we are 'controller' of the data you provide to us. We collect personal and special category data from you for legitimate reasons to provide you with services relating to your application for employment /volunteering and/or your ongoing employment/volunteering role

During recruitment: This may include, name, address, date of birth, phone number, email address, education and qualifications, work experience and employment history (including job titles, salary and working hours), interests, National Insurance Number, details of any known disability/reasonable adjustments and referee details and information regarding your criminal record history. We will ask you for written consent (signature on application form) to collect and process this data.

During employment/volunteering: In addition to the information collected above, we may, where relevant, also hold the following: nationality and immigration status and information from related documents (such as your passport or other identification and immigration information to verify your right to work in the UK), details of salary and benefits, bank/building society details, tax information, a copy of your driving licence & insurance details, your next of kin details, details of your pension arrangements, information in your personnel file, including: sickness and absence records (including information regarding your physical and/or mental health), criminal records information, including the results of Disclosure and Barring Service (DBS) checks, any trade union membership, information on grievances raised by or involving you, conduct issues involving you, details of your supervision/performance reviews, performance management/improvement plans, details of your attendance records, information about your use of our IT, communication and other systems, details of your use of business-related social media, such as LinkedIn, your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation), details in references about you that we give to others.

Why we need it

We have a legitimate lawful basis for processing your information. We need to know your personal and special category data in order to:

- Process your application
- To make decisions regarding your applications including (where relevant carrying out employment checks)
- To communicate with you about your application
- To enter into/perform the employment contract or volunteering agreement
- To maintain effective personnel records and to comply with legal, regulatory and corporate governance obligations and good practice
- To safeguard our employees, volunteers and our customers
- To monitor and manage access to our systems and facilities
- To protect our networks, and personal data of employees, volunteers and customers, against unauthorised access
- For statistical analysis
- For fraud prevention
- To meet our legal obligations

We will not collect any personal data from you that we do not need in order to provide the above.

What we will do with it

We may share your information with, and obtain information from, other organisations where relevant and appropriate to your relationship with us and to verify your application. We will also share information with other organisations carrying out services on the behalf of Disability Positive, for the identification of fraud and where required to do so by law. We will not sell your information to any organisations.

How long we keep it

During recruitment: If your application is unsuccessful this data will be kept on file for 6 months and then confidentially destroyed.

During employment/volunteering: if your application is successful, we keep your data for as long as you are an employee or volunteer; and then in accordance with our Information Asset Register (which will be no longer than 6 years). When we are no longer required to keep your data, it will be securely destroyed or deleted.

International Transfers of Personal Data

We do not envisage transferring any of your personal data outside of the UK.

What are your rights?

You have the right to obtain **access** to your personal data under a written 'Subject Access Request'. In most cases a copy of the information is provided free of charge. Disability Positive has up to one month to provide the information requested. This can be extended to two months if the requests are complex or numerous. Please contact our Data Protection Officer.

You have the right to have your data **rectified** if you feel that any of the data we hold is inaccurate. You also have the right to have your data **erased** if you can demonstrate that the data we hold is no longer needed by us. These rights extend to anyone we have disclosed your personal information to.

Under certain circumstances you have the right to request that we **restrict / refrain** from processing your personal data. Under certain circumstances you have the right to **object** to our processing your personal data.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Data Protection Officer, Disability Positive, Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU
dpo@disabilitypositive.org
01606 331853

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioners Office (ICO) Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
0303 123 1113
www.ico.org.uk

Changes to this Privacy Notice

We may change this privacy notice from time to time, but if we change it in a way which significantly alters the terms upon which you have agreed, we will post notice of the change on our website and you will be deemed to have accepted such changes. This privacy notice was last updated **November 2022**.