



Privacy notice – for Together Trust employees

You have a legal right to be informed about how the Together Trust uses any personal information that we hold about you. To fulfil this, we provide a 'privacy notice'.

Personal information is any information that relates to you that can be used directly or indirectly to identify you. This includes information such as your name, date of birth and address as well as financial details. This may also include sensitive personal information, such as your religion or medical details, photos and video recordings.

This notice explains how we collect, store and use personal data about our job applicants, employees, (permanent, agency, etc) and former employees.

Who we are

The Together Trust is a charity that offers care, support and special education to children, adults and families.

The Together Trust is the data controller for any personal data you provide to us. Sometimes the charity is also a processor if information is sent and stored by us from other organisations.

It has a Data Protection Officer under the GDPR who can be contacted;

By email: dataprotection@togethertrust.org.uk

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

The personal data we hold

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address, age, marital status, civil partnerships, gender identification, nationality, contact details
- Photographs, cctv images when on Trust premises
- your application form, your contract of employment and any amendments to it;
- correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary;
- information needed for payroll, benefits and expenses purposes, eg NI no; bank details, tax status
- contact and emergency contact details;
- records of holiday, sickness and other absence;
- information needed for equal opportunities monitoring policy;
- records relating to your education and training, such as certificates and educational awards
- Information needed for compliance and risk management, such as disciplinary records, background check reports and security data; eg, criminal record checks with the Disclosure and Barring Service, references
- Staff survey responses and results,

Most of the information we hold will have been provided to us from you, but some may come from other internal sources, such as your manager, or in some cases external sources, such as third party employment agencies, companies used by the Trust, referees, disclosure and barring service.

We use a third party tool, iTrent, to provide an employee self-service facility to manage staff payroll, sickness, development, emergency contact details and holiday records. If any of the personal information you have given to us changes, such as your contact details, please update them using [iTrent](#)

Special Categories of Data

We also collect, use, store and share (when appropriate) information about you that falls into "special categories" of personal data. This refers to information, which is more sensitive to you and therefore needs greater protection from us.

This includes data such as:

- racial or ethnic origin;
- religious or philosophical beliefs;
- trade union membership;
- health data;
- sex life and sexual orientation
- offences (alleged and actual), criminal proceedings, outcomes and sentences

Health

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes, covid vaccination status. This information will be used in order to comply with our health and safety and occupational health obligations, i.e. to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay.

We will always obtain your explicit consent to those activities unless this is required by law or the information is required to protect your health in an emergency.

Why we use this data

We use this data to:

- Support your employment with us
- Comply with employment contracts, including payment of salary
- Comply with any legal requirements
- Pursue the legitimate interests of the organisation
- Protect our legal position in the event of legal proceedings
- Deliver service planning
- Assess the quality of our services
- Manage the health and welfare of employees, service users and visitors, eg, Covid-19

Our legal basis for using this data

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We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (i.e. ensuring you are legally permitted to work for us)
- We have a contractual reason (i.e. paying your wages)
- We have a legitimate reason (i.e. to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.

Less commonly, we may also process your data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's (or another person's) vital interests (i.e. in a medical emergency).

Where we have obtained consent to use your personal data this consent can be withdrawn by you at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obligations under law eg, employment legislation
- We need to assess your working capacity on health grounds
- We have obtained your explicit consent to use your information in a certain way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- We need to use it to make or defend against legal claims
- We need to use it for public health reasons, and it's used by, or under the direction of a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily with consent.

Whenever we seek to collect information, we make it clear whether providing it is required or optional. If it is required, we will explain the possible consequences of not providing it to us.

How we store this data

In general we keep personal information about Together Trust employees for a minimum 25 years after they have left the charity. If there are statutory or regulatory reasons (in relation to staff working with children or vulnerable adults) to keep records longer than 25 years, the charity will continue to retain records in accordance with these requirements. When these records are no longer required, they will be securely destroyed.

You can request our full retention schedule by contacting our [Data Protection Officer](#).

Who we share data with

Only those who have a legitimate need to access your personal information will be allowed to do so. We do not share information about our employees or workers with any third party without consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government agencies (such as the Child Maintenance Service, Disclosure and Baring Service)
- Organisations contracted to work on the Together Trust's behalf (for example to payroll companies, pension providers, insurers or legal consultants, providers of employee benefits eg, cycle to work scheme, discounts,)
- Any recipient when reasonably necessary such as in the event of a life-threatening emergency
- Statutory bodies to assist with prevention or detection of crime, or the apprehension or prosecution of offenders or court orders.
- Regulatory bodies (Local Authorities, LADO)
- Occupational Health

We always make sure we have suitable contracts in place with any third parties to ensure your data is secure.

How do we keep your personal data secure?

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. Details of these measures are available in the Together Trust's Information Security Policy.

Transferring data internationally

If we ever have to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Individual's rights regarding personal data

You have a right to make a request to see the personal information that we hold about you. This is called a 'subject access request'.

Someone else can access this on your behalf if you give permission or we believe it is in your best interests for your information to be accessed by your parent/carer.

If we do hold information we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Give you a copy of the information

You also have the right for their personal information to be passed electronically to

other organisations in certain circumstances.

Other rights

You also have other rights regarding how your personal data is used and kept safe. This includes the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Make a complaint to the Information Commissioner's Office or claim compensation if the data protection rules are broken and this harms you in some way

The Together Trust has produced a guide '[Know your rights](#)' to explain these in more detail. To exercise any of these rights please contact our [Data Protection Officer](#).

Complaints

We take any complaints about our collection and use of your personal information very seriously.

If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern, please raise this with us in the first instance by contacting our Data Protection Officer.

You can also make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- By email: dataprotection@togethertrust.org.uk
- Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE