



Privacy Notice for Employees

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1. Explanation

This privacy notice explains to Next Stage A Way Forward Employees the data we collect in order for them to fulfil their role within the organisation. It covers the following:

- The data we collect about you both at the start and during the course of your employment with us
- The storage of your data and the medium of storage
- The retention period for your data
- Your rights under the General Data Protection Regulation (GDPR) May 2018

This privacy notice outlines our general principles in managing your data GDPR privacy is also highlighted at all stages in processing your data

Should you required further clarification please contact our Data Protection Officer – Robert.Broughton@next-stageLtd.org.uk

2. The Next Stage Commitment

Next Stage are committed to respect the privacy of you as an Employee and will handle data about you securely and with care under the General Data Protection Regulation (GDPR) of May 2018.

3. Data Collection Methods

Next Stage gathers information about you from a number of sources:

Source	Information Examples
Previous Employers	References
Submitting agencies	Applies if your recruitment process has been handled by and agency
Yourself	Application form, medical questionnaire
Next Stage	During the course of your career with Next Stage we collect further information about you such as the outputs from appraisals and supervisions, accident or incident information etc.

4. The Data We Collect

4.1 Data collection during the recruitment phase

- Personal Identifiers such as your name and date of birth
- Contact information such as address and mobile number
- Application form

4.2 Additional data collection during the onboarding stage

- References
- Medical questionnaire
- Next of Kin data

4.3 Data collected as part of your continuing employment contract

- Appraisal/Supervisions information
- Incident information
- Accident information
- Disciplinary related information

5. Sensitive Personal Data

We do request that you provide data of a sensitive nature specifically these include:

- Medical information
- Any disability related information
- Ethnic origin
- Nationality

6. Purpose for Collecting Data

The data will be collected solely for the purpose of allowing us to assess your suitability for employment and for the support of you as an employee and will not be used for other purposes. Note that our lawful basis of processing is that of “legitimate interests” (GDPR Article 6.f). This means that we are processing your data for your interest.

7. Who your Data is Shared With

Your data will only be shared with HR and managers at Next Stage who have a professional interest in your data in order to support you as an employee. It may also be shared with professional third parties for the following reasons:

- Disability, nationality and ethnic origin information which is provided in aggregated form to external agencies in order to inform external agencies relating to “Equal Opportunities”
- Information such as evidence of identification is sent to an external agency in order that they conduct DBS checks
- Your information may be shared with auditing agencies such as CQC and Ofsted as evidence of the capability of our employees

8. Retention Period of your Data

The standard data retention policy for employee data at Next Stage is six years in compliance with statutory requirements.

Your Rights Under the General Data Protection Regulation (GDPR)

Under the GDPR the following rights are available to you:

- Right to access the information we hold about you
- The right to request that we transfer your data to another agency, e.g. an alternative employer in the event of you leaving Next Stage
- The right to have your data erased from our records when any contractual obligations with you have ceased subject to other legal requirements

9. Reporting Complaints About our Use of your Data

You have the right to complain about the accuracy of the data we hold about you and also the uses we make of your data. Your complaint should be made to the Data Protection Officer (see above)

10. Change to this Privacy Notice

This privacy notification will be reviewed on an annual basis to ensure it remains compatible with changes in the law and changes in the practical implementation of the policy.