



FAMILY WISE LTD

Employee Privacy Notice

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Privacy notice for employees of Family Wise Ltd

This privacy notice outlines how Family Wise Ltd collects and processes personal data relating to its employees, ex-employees, agency staff, contractors and volunteers. However, the information we will process about you will vary depending on your specific role and personal circumstances.

Family Wise Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Unless otherwise stated, Family Wise Ltd is the Data Controller for the information we process about you.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- photos and CCTV images;
- accident records if you have had an accident at work; and
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.

The organisation may collect this information in a variety of ways. For example, data might be collected through CVs; obtained from your passport or other identity documents; from forms completed by you at the start of or during employment; from correspondence with you; from referees; government

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departments (for example tax details from HMRC); CCTV images from our CCTV systems; or through interviews, meetings or other assessments.

Why does the organisation process personal data?

The organisation needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- ensure the security of our premises, IT systems and employees; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

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Lawful Basis for processing your personal data

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the UK GDPR:

- Article 6(1)(b) which related to processing necessary for the performance of a contract.
- Article 6(1)(c) so we can comply with our legal obligations as your employer.
- Article 6(1)(f) for the purposes of our legitimate interest.

We may also use your personal data in the following situations, but these are not likely:

- Article 6(1)(e) where it is needed in the public interest or for official purposes.
- Article 6(1)(d) in order to protect your vital interests or those of another person.

Special category data

Special categories of data require higher levels of protection and further justification for processing. Where the information we process is special category data, for example your health data, the additional conditions for processing that we rely on are:

- Article 9(2)(a) your explicit consent.
- Article 9(2)(b) which relates to carrying our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.

Occasionally, we may process special category data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

- Article 9(2)(c) to protect your vital interests or those of another persona where you are incapable of giving your consent.
- Article 9(2)(f) for the establishment, exercise, or defence of legal claims.

Who has access to your data?

We may have to share your personal data with third parties, including third-party service providers where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers. The organisation also shares your data with third parties that process data on its behalf in connection with the provision of payroll, pension, accountancy, IT services, hosting of data, and HR support.

We require our processors to respect the security of your data and to treat it in accordance with the law. They must only act in accordance with our instructions, and they agree to keep your personal data confidential and secure.

We may share your personal information with other third parties, for example in the context of the possible sale or restricting of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

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We do not routinely transfer employee personal data overseas but when this is necessary, we ensure that we have appropriate safeguards in place.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Usually, we will hold your personal data for the duration of your employment and for six years after the end of your employment after which time we will securely destroy your personal information in accordance with applicable laws and regulations.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request the organisation to change incorrect or incomplete data;
- request the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- request the restriction of processing of your personal data, for example if you want us to establish its accuracy or the reason for processing it; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Kirsty Gray, Managing Director at info@family-wise.co.uk

If you believe that Family Wise Ltd has not complied with your data protection rights, you can complain to Kirsty Gray, Managing Director. If we are unable to resolve your complaint to your satisfaction, you have the right to complain to the Information Commissioner's Office, you can find further details on their webpage <https://ico.org.uk/make-a-complaint/>.

It is important that the personal data we hold about you is accurate and up to date. Please keep us informed if your personal information changes.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide

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the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

This privacy notice was updated in August 2023.

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