



Swanton Care & Community Limited Staff Privacy Notice

Swanton Care & Community Limited (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection laws and Regulation. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Swanton Care & Community Limited's registered office is at number three, Siskin Drive, Middlemarch Business Park, Coventry, CV3 4FJ and we are a company registered in England and Wales under company number 5789785. We are both a data controller and processor and are registered on the Information Commissioner's Office Register of Data Controllers. We have appointed a Data Protection Officer to oversee compliance with this privacy notice. Marcus Taylor can be contacted at marcus.taylor@swantoncare.com or the address mentioned above.

What Personal Data We Process and Why

Swanton Care & Community Limited processes your personal information to meet our legal and statutory obligations. We will never collect any unnecessary personal data from you and do not process your information in any other way than already specified in this notice. If you fail to provide certain information when requested, we may not be able to perform the contract that we have entered into with you (such as paying you or providing a benefit) or we may be prevented with complying with our legal obligations (such as to ensure the health and safety of our workers and the people we support)

The personal data that we can collect from you includes but not limited to: -

Name, Date of Birth, Home Address, Personal & Business Email, Contact Telephone Numbers (landline and mobile), Bank Account Details, National Insurance Number, NHS Number, Copy of Passport, Nationality, Driver's License Number, Marital Status, Birth Certificate details, Secondary & Further Education details including loans, Next of Kin/Emergency contact details, Work-related training skills/courses. Employment history including employers and pay rates, Employment references and referees, Utility Bills, National Midwifery Council (NMC) Registration (if applicable), Details of professional body memberships, Details of any criminal records, IP addresses. Special Category Data including health and medical information and gender. Biometric data including your photograph.

We collect information in the below ways: -

Directly from you. From employment agencies, job application forms, CVs, Internal and External Referees, Security Clearance Providers. We may collect additional personal information during job-related activities throughout the period of you are working with us.

How We Use Your Personal Data

Swanton Care & Community Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law or court order. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw such consent at any time. Where you have separately consented to us using your photograph and/or name in promotional material, social media and posters, you are free to withdraw such consent at any time.

We process your data for the following reasons:

- To carry out the contract we have with you and provide you access to business services required for your role and to manage our human resources processes.
- For the payment of your wages or salary, pension, taxes, national insurance and other employment-related benefits. We also process it for the administration of contractual and statutory entitlements such as holiday, sickness or maternity leave.
- To assess your performance, to conduct pay and grading reviews and to deal with any employer/employee-related disputes. We also use it to meet the training and development needs required for your role.
- To assess your compliance with policies and procedures and to ensure the security of the people we support, our premises, IT systems and employees.
- To comply with our legal obligations and equal opportunities monitoring. Your data is also used to ensure the health, safety and wellbeing of the people we support and our employees.

Your Rights

As an individual you have certain rights regarding our processing of your personal data, including the right to lodge a complaint with the Information Commissioner's Office. What personal data we hold about you

- Your right of access. You have the right to ask us for copies of your personal information. There are some exemptions which means you may not receive all the information we process.
- Your right to rectification. You have the right to ask to rectify information that is inaccurate or incomplete.
- Your right to erasure. You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restrict processing. You have the right to limit the way we process your data if you are concerned about the accuracy or how it is being used.
- Your right to object. You have the right to object to us processing your data unless we can prove there are strong and legitimate reasons to continue doing so.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Swanton Care & Community Limited uses third parties to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

CCTV

We operate CCTV in and around some of our care homes and offices for the safety of our staff and the people we support.

Data Processors

Data processors are third parties who provide certain parts of our staff services for us. We have contracts in place with them all and they cannot do anything with your personal information unless we have instructed them to do so. Our current data processors are available in the annex to this notice.

How Long We Keep Your Data

Swanton Care & Community Limited only retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after employment ceases after which time it will be securely destroyed.

Where you have consented to us using your details for direct marketing and company benefits, we will keep such data until you notify us otherwise and withdraw your consent.

If you consent to us collecting and using your personal and special category data for the purposes stated above, please sign below and print your name: -

Signature _____

Print Name: _____

Lodging A Complaint

Swanton Care & Community Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Data Protection Officer or the ICO. The DPO details are at the beginning of this Privacy Notice.

To contact the ICO:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone Number 0303 123 1113 (charged at local rate)

Live chat: <https://ico.org.uk/global/contact-us/live-chat>