

Can I see my records?

The GDPR allows you to find out about information we hold about you, on paper and computer records. If you make a **'Subject Access Request'**, we have to provide a copy of your records, free of charge, within one month. This applies to all your personal records, although in certain circumstances access to your records may be limited, for example, if the records you have asked for contain information about another person.

Your records may be electronically transmitted directly to another organisation if you ask us to do this. For further details please contact the Data Protection Officer.

Do I have other rights?

From May 2018, the GDPR allows you other rights; for example to:

- Object to the continuing use of your personal information, e.g. if it is causing, or is likely to cause damage or distress
- Prevent your information being used for direct marketing
- Object to decisions being made by a computer/machine, rather than a person
- Have your records corrected if wrong, and/or ask us to restrict processing of your information i.e. say you want us to stop using it
- Ask us to erase your records, although there may be lawful reasons that override your request

Further information

If you would like to know more, or have any complaints about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us.

Please note that you are entitled to withdraw any consent that you have previously provided. You do not need to give reasons for your choices, but we may need to explain any impact on the ways in which we can continue to work with you.

Contact the Data Protection Officer:

Marie Blythe
The Bungalow Partnership

If you are not happy about what we do with your personal information, you can also complain to the Information Commissioner: <https://ico.org.uk/concerns/> or call 0303 123 1113

THE BUNGALOW PARTNERSHIP

Rose Wood Academy
The Garth
Coulby Newham
Middlesbrough
TS8 0UG

Tel: 01642 595363

Email: thebungalowpartnership@gmail.com

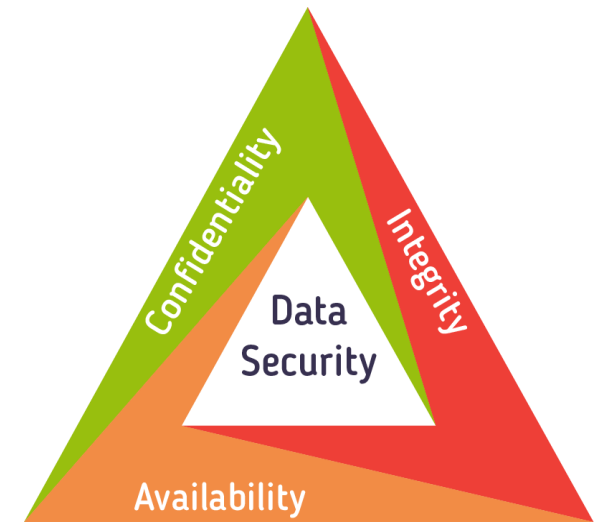
www.thebungalowpartnership.co.uk

Registered Charity No. 1160501



PRIVACY NOTICE

How we handle your personal data



**Information for
Staff, Volunteers
& Students**

This leaflet explains why we ask for your personal information, how it will be used and how to access your data.

Why is information recorded about me?

You have agreed to work with us, **as an employee, a student or volunteer on placement or as a self-employed professional engaged by us from time to time..** We therefore need to use information about you to enable us to carry out specific functions for which we are responsible, to allocate work, to manage and supervise you and to make payments to you. We will receive information from yourself and from other professional bodies who you work with or are affiliated to where this is relevant to our work and they have a lawful basis to share it with us.

We keep records about you, these may be written down (manual records), or kept on a computer (electronic records).

These records may include:

- Personal details, e.g. name, address, date of birth, telephone/email, marital status, gender, disability, next of kin, emergency contact details
- Birth certificate, passport, driving licence/
- Insurance
- Bank details, NI number, UTR number, DBS
- Salary details, payroll records, pensions benefits recruitment information, CVs, references, annual leave, absence data
- Qualifications, employment records, training records, professional memberships
- Performance details, disciplinary and/or grievance details
- Photos for ID Badges

We recognize that some of this information is sensitive, and we will only collect and use such information with your specific consent.

What is this information used for?

It is in our **legitimate interests** to use your information to enable us to manage and supervise your work and to fulfil our duties as an employer/organization that buys your services.. Under the GDPR, this provides the lawful basis for our information processing. Additionally, we obtain specific consent from you to process sensitive personal information which helps in monitoring our organizational performance and minimizing risks to your safety and well being.

More specifically, your records are used to:

- Facilitate our safer recruitment and safeguarding obligations
- Provide you with payment/travel expenses for work carried out on our behalf
- HMRC Payroll, pension & NI contribution records (where applicable)
- For student/volunteers, provide reports to the organization which requested your placement, supervision, development
- Ensure excellent staff expertise, performance and retention
- Support professional development and effective quality service monitoring
- With your consent, to tell you about events, resources or other services that we think may be useful to you. This is referred to as direct marketing

If we need to use your information in any other way, we will ask for your specific consent to do so, unless we are required to use it in that way to comply with a legal obligation.

How long is this information kept?

We have to process your information for the duration of providing you with employment, or a student/volunteer placement, or while you choose to remain on our list of professionals we can engage to help us provide services. We have an obligation to retain certain relevant information in-line with statutory retention periods.

Your records are kept secure in accordance with our legal obligations, either in locked cabinets (manual records) or password protected (electronic records).

Information sharing

In order to employ or provide you with a placement , where it is necessary we may share relevant information about you with the following people/agencies:

- Parents, schools and other organisations we work with including local authority, health service bodies, social welfare organisations, professional advisers, bodies and consultants, MIND, CAMHS
- HMRC, Pension Regulator, DBS, Bank
- Where you have given your consent, we may share information with your named family members and emergency contact

With your consent, we will share information with the Police, courts, tribunals or other official bodies where we have a legal obligation to do so.

We may include anonymized summaries of information for the purposes of evaluation and monitoring, or reporting about our work as a charity. We will not identify individuals in evaluation and monitoring documents or organisational reports unless we have specific consent to do so. Any other sharing of information not covered above will only happen with your consent.