



PRIVACY POLICY FOR EMPLOYEES, WORKERS, JOB APPLICANTS, VOLUNTEERS, SELF-EMPLOYED CONTRACTORS, DIRECTORS AND CONSULTANTS

We are committed to respecting your privacy. This notice explains how we use personal information we may collect before, during and after your working relationship with us. It explains how we comply with the law on Data Protection as a Controller, and what your rights are.

This notice applies to our current and former employees, casual staff, job applicants, volunteers, self-employed contractors, directors and consultants. This notice does not form part of any contract of employment or other contract to provide services.

References to **we**, **our** or **us** as Data Controller in this privacy notice are to Somerset Activity and Sports Partnership (SASP) Ltd, Castle Road, Chelston Business Park, Wellington, Somerset, TA21 9JQ.

Company Number 5798066

Charity Number 1118900

Data Protection Contact : Office Manager, SASP

WE PROCESS YOUR PERSONAL DATA IN COMPLIANCE WITH THE PRIVACY PRINCIPLES OF THE GENERAL DATA PROTECTION REGULATIONS:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes only
- Adequate, relevant and limited to the purposes for which they are processed
- Accurate and where necessary, kept up to date
- Kept for no longer than is necessary
- Using appropriate technical and organisational security measures

THE LAWFUL BASIS FOR PROCESSING:

SASP apply at least one of the following lawful bases as set out in Article 6 of the UK GDPR when we process your personal data and Special Category Personal Data

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract we have with you.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

More information on the UK GDPR Principles and Lawful Basis are available on the ICO website – details at the end of this notice.

WHAT PERSONAL INFORMATION FROM YOU MIGHT WE COLLECT, STORE AND USE?

- contact details - name, title, address, email addresses, telephone numbers
- emergency contact details / next of kin, your child/rens name/s and school attended should contact be required between SASP and the school
- date of birth
- gender
- marital status
- referee details
- National Insurance number and any other tax or government identifiers
- bank accounts, payroll & tax status
- salary, annual leave, pension, benefit entitlement, expenses
- mobile phone and vehicle details for expenses claims
- identification documents eg. driving licence, passport, utility bills, birth certificate, marriage certificate, etc., including for Right to Work check – copies retained, DBS clearance – copies not retained
- records of your interactions with us such as telephone conversations, emails and other correspondence, and your instructions to us
- past employment history, references and other information included in a CV or cover letter or as part of the application process
- attendance records, including sick leave
- employment records and notes including job titles, work history, working hours, training records, annual reviews, professional memberships, maternity, parental and compassionate leave, details of any assessment for health and safety purposes, and education and professional records/qualifications
- performance including our annual appraisal system
- disciplinary and grievance information
- use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information
- images in video and/or photographic form and voice recordings – for identification purposes and promoting and reporting on activities
- statement of interest - to advise interests which may conflict with your role in SASP

WE MAY ALSO COLLECT, STORE AND USE THE FOLLOWING “SPECIAL CATEGORIES OF PERSONAL INFORMATION” OF MORE SENSITIVE PERSONAL INFORMATION REGARDING:

- information about your race or ethnicity, religious beliefs
- information about your trade union memberships
- your health, including any medical condition, health and sickness records, medical records and health professional information
- your criminal records – based on legal obligation or your explicit consent

WE MAY PROCESS THE SPECIAL CATEGORY PERSONAL INFORMATION ABOVE ON THE BASIS THAT:

- we monitor and carry out equality of opportunity, with appropriate safeguards for the rights of individuals, and comply with SASP’s Equality and Diversity Policies. *See details at the end of this notice*
- we comply with current legal, data protection, health and safety and vulnerable groups protection legislation requirements
- it is necessary for the establishment, exercise or defence of legal claims
- explicit consent is given for a specific purpose

- it is necessary for the purposes of carrying out the legal obligations and exercising our or your rights in the field of employment and social security and social protection law

WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information when:

- you complete or submit an application form for employment, directorship, board membership, partnership or consultancy via email or our website, in written form or have spoken with us on the telephone or in person, or have entered into an agreement to be contracted by us
- We request or receive additional information from third parties including former employers, HMRC and background check agencies including UKCRBS for DBS checks if required. We may also collect or receive additional information during your period of working for us

WHAT LAWFUL BASIS IS APPLIED TO PROCESS YOUR INFORMATION?

The main purposes for which we process your personal information are “necessary for a contract we have with you” as below. **We have identified in bold print where a different lawful basis may be used.**

- to properly manage and provide a recruitment process for you and administer any employment contract we enter into with you
- checking your Right to Work in the UK, for which we have a **legal obligation**
- to provide payroll, tax and National Insurance services, provide work benefits such as pensions and annual leave, and liaise with benefit providers, for which we may have a **legal obligation** to do so
- to assess suitability and promotion options, qualifications and development/training requirements, manage performance reviews, grievance or disciplinary hearings, which may include a **legitimate interest** or **legal obligation**
- To make payments to and receive payments from you using transaction, bank and payment data, and properly manage and perform any contract for services
- To make decisions about continued employment, engagement or termination of our working relationship, for which we have a **legitimate interest**
- Use images in video and/or photographic form to promote activity in the region, our campaigns and events, and the work we do as a Regional Body, where you have given **specific consent**
- To produce and maintain business records, staff directories, intranets, websites for which we have a **legitimate interest** to do so
- To monitor equal opportunities & to comply with SASP’s equality & diversity policies – we have a **legitimate interest** and we may also have a **legal obligation** or require **specific consent**
- To support business management and planning including accounting and auditing for which we also have a **legitimate interest**
- To provide you a safe environment in which to work, and comply with Health and Safety requirements and employment laws, assess your fitness to work, manage sickness absence and provide contract benefits, which may include a **legal obligation**, and which may include **special category reasons** or **specific consent** where we use information or records about your physical or mental health.
- To manage legal disputes involving you or other employees, workers, directors, and consultants, including accidents at work, which may include a **legitimate interest**
- To comply with law and determine your eligibility to undertake particular types of work, for example with children or vulnerable adults. Criminal record information is processed for **legal obligations** or with your **specific consent**
- To facilitate the use of, prevent misuse of or unauthorised access to our IT systems and software and ensure network and information security compliance with our IT policies, and ensure network & information security, for which we have a **legitimate interest**

DISCLOSURE OF YOUR PERSONAL INFORMATION

SASP work in partnership with other providers and facilitators including local authorities, governing bodies of sport, leisure providers, education, health, equality and diversity agencies and other organisations committed to the development of sport and physical activity across Somerset and the UK

We may share personal information with the following parties, who are required to follow the UK GDPR and to take appropriate security measures to protect your personal information:

- **Any party approved by you** – we will have identified the party/ies to you and gained your **consent**
- **To governing bodies, regional bodies, partners and activity providers:** to allow them to properly administer and report on a local, regional and national level where we are working in partnership with them.
- **Funding Partners:** To administer and provide evidence of spend within the funding contract.
- **Other service providers and advisers:** for example, payment processors, pension administrators and providers, benefits provision, professional advisers and administrators, data analysis and IT services; in order to provide a service to us and you.
- **Prospective new employers** – for the provision of references for you
- **The Government or any regulators:** where we are required to do so by law or to assist with their investigations or initiatives
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security

Please see the Privacy Policies of the individual providers if you wish to know how they process personal data- see SASP Office Manager for details.

SOCIAL MEDIA

It is anticipated you will interact with Social Media in your role, and SASP would expect you to create a work profile for this purpose, not use a personal profile. Each Social media platform will have their own Privacy Policy - please ensure you are familiar with it also. SASP may use photographic images containing you to promote SASP, our activities and news stories. We will require consent from you which will be kept on record. Your consent can be withdrawn at any time. However, please note that the withdrawal of your consent may not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so, on a basis other than your consent.

HOW DO WE STORE YOUR DATA?

Your Personal Data will be kept privately and held securely. We are committed to looking after your data and use physical, electronic and managerial procedures to protect it. We require the same level of appropriate systems to be in place with our partner organisations. Unfortunately, no information transmission over the Internet is guaranteed to be 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information.

SASP collect or store Personal Information in the UK.

The personal information provided to some of our service providers may use cloud facilities and software, which may be transferred to and stored in countries outside of the UK and the European Union. Some of these jurisdictions require different levels of protection in respect of personal information. Where this is the case, we will require that the third party has in place equivalent practices and security to comply with the principles of the UK GDPR.

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. In some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement, we will retain all physical and electronic records for a period of 3 years after your employment ends, or 7 years for accounting or auditing purposes, whichever is the longer.

There are some exceptions to how long we store your personal data..

- In some cases it may be retained on a long-term basis eg. to retain for legal purposes in accordance with usual commercial practice and regulatory requirements
- Information that may be relevant for employment, personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- Information that may be useful to a pension provider or benefit provider which we may retain for the period that your pension or benefit is payable
- Unsuccessful job applicants will not have their data held for more than 12 months

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. Please contact the Office Manager. See "**Contacting us**" section at the end of this notice.

For some of your personal information you will have a legal, contractual or other requirement or obligation to provide it to us. If you do not provide us with the requested personal information we may not be able to properly perform our contract with you or comply with legal obligations. For other personal information, you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Please note that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent, and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so, on a basis other than your consent. Withdrawing consent may also have the same effect as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION WE COLLECT, STORE AND USE.

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used
- the right to access the personal information we hold about you
- the right to request the correction of inaccurate personal information we hold about you
- the right to request the erasure of your personal information in certain circumstances
- the right to restrict processing of your personal information where certain requirements are met
- the right to object to the processing of your personal information
- the right to request that we transfer elements of your data either to you or another service provider.
- the right to object to certain automated decision-making processes using your personal information.

To exercise any of the above rights, or if you have any questions, please contact us by using the details set out in the "**Contacting us**" section below.

CONTACTING US

We are here to help. If you have any questions, wish to exercise Your Rights, or have a complaint in connection with the information we hold about you, please contact us first.

Email:

enquiries@sasp.co.uk or

Write to:

**Office Manager,
Somerset Activity and Sports Partnership,
Castle Road,
Chelston Business Park,
Wellington,
Somerset
TA21 9JQ**

You can also complain to the UK Information Commissioner's Office or your local data protection regulator.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

Version dated 8th February 2022