

Privacy Notice for Current and Former Employees

INTRODUCTION

This privacy notice tells you what to expect when we collect information from current and former employees.

Vivacity Culture and Leisure (Vivacity) is the data controller for the information you provide unless otherwise stated.

What will we do with the information you provide to us?

All of the information you provide will only be used to fulfil contractual, legal or regulatory requirements.

We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Our lawful basis for processing this information is that it is necessary for us to be able to enter into an employment contract with you, and we have to process some of the information to comply with legal obligations.

BEGINNING EMPLOYMENT

All offers of employment are made subject to certain conditions and we will ask you for information so that we can carry out pre-employment checks. Your offer of employment may be withdrawn if you do not satisfactorily meet these conditions. We are required to confirm your right to work in the United Kingdom and we will contact your former employers/education providers to request references. If you will be driving for work, we will also require access to your driving licence and car insurance and MOT details. **Certain roles are also subject to Disclosure and Barring Service checks.**

You will, therefore, be required to provide:

- Proof of your right to work in the UK – you will be asked to attend our office with original documents and we will take copies
- Contact details for employment/education referees covering the last five years of employment/education - we will contact your referees or the HR department of your former employer(s) directly to obtain references

You may also be required to provide:

- Proof of your qualifications
- Consent to contact the DVLA to review your driving licence
- **Three identification documents in line with DBS requirements**

If your role is subject to a DBS check we will ask you to log in to our DBS provider website and complete an application for a check via the Disclosure and Barring Service, or Access NI, which check your police record. Should the check result in a positive trace we will ask you to disclose the details of the trace and we will be unable to employ you if you refuse to do so.

We will also ask you to complete the following:

- Application form – to make sure we have all the information we need including your personal email address so that we can send correspondence to you
- Bank details – to process salary payments
- It is a contractual requirement that you provide us with this information and we may have to withdraw our offer of employment if you don't.
- Health questionnaire – this is to establish your fitness to work and any adjustments that may need to be made - this information will be shared with your line manager and HR. If appropriate we may also ask for your consent to share this information with Company first aiders. You may choose to withhold consent for this without any effect on your offer of employment. **We may share this information with first aiders and medical professionals without your consent in an emergency situation.**
- Emergency contact details – so we know who to contact in case you have an emergency at work
- **Nomination of death benefits – to make sure we have details of who you wish your life assurance beneficiary/beneficiaries to be**

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your offer of employment. This information will not be made available to any staff outside of our HR team, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

DURING EMPLOYMENT

While you are employed with us we will hold a personnel file for you, which will include all of the details you provide us with on commencing employment and other information which is gathered during employment, such as your absence record, training record, disciplinary record, grievance record, etc.

ENDING EMPLOYMENT

Once you have left the Company we will hold all the information in your employment file for six years. We will keep your name, position on leaving and employment dates indefinitely for referencing purposes. You can ask for us to remove this information if you wish, but we would then be unable to respond to any reference requests.

USE OF DATA PROCESSORS

Data processors are third parties who provide elements of our employment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. Third party data processors may include our HR, payroll, pensions, healthcare, life assurance, IT, insurance and legal partners. Your personnel records will be held on our internally used HR records system which is provided and maintained by a third-party provider.

YOUR RIGHTS

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you. These are:

- The right to be informed about how we use your personal data and your rights – we do this through this privacy notice
- The right to access data we hold on you – details can be found under “access to personal information” below
- The right to ask us to rectify information which is incorrect
- The right to ask us to erase information – although if we need to keep the information we may have to refuse your request
- The right to ask us to stop using your information – although again if we need to continue then we may have to refuse your request

COMPLAINTS OR QUERIES

Vivacity tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention in the first instance, if they think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Vivacity’s collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you have contacted us and are unhappy with our response, and want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner’s Office:

www.ico.org.uk/concerns.

ACCESS TO PERSONAL INFORMATION

Vivacity tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a ‘subject access request’. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information

To make a request for any personal information we may hold you need to put the request in writing to the address provided below.

If we do hold information about you, you can ask us to correct any mistakes by, once again, writing to the address provided below.

HOW TO CONTACT US

If you want to request information about our privacy policy, you can email:

recruitment@vivacity.org

or you can write to:

HR
Vivacity Culture and Leisure
Central Library
Broadway
Peterborough
PE1 1RX