

Privacy Statement for St Helena Employees

Your Personal data

We process personal data relating to those we employ to work as, or are otherwise engaged to work as, part of our St Helena workforce. We do this is for employment purposes, to assist in the running of the organisation and/or to enable individuals to be paid.

What data do we collect about you?

We collect personal data about you for employment purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties as an employer. This includes processing your pay and pension, providing information for statistical purposes, and ensuring that all health and safety standards are successfully complied with.

The personal data we collect may include one of more of the following:

- Your name
- Home address
- Telephone number(s)
- E-mail address
- Bank details
- Emergency contact details
- Date of birth
- Gender
- National Insurance number
- Nationality
- DBS certificate number and date
- Copies of qualifications and professional registration numbers (e.g. NMC, GMC)
- Pre – employment references
- Photo
- Health conditions
- Vehicle registration and business insurance details if required
- Records of your correspondence with us
- Proof of ID / Proof of right to work in the UK
- CCTV footage
- Any information you choose to share with us (such as information for statistical purposes)
- Information you may send to us or enter onto our website (such as speculative CV's or Application Forms)

What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We only provide authorised parties (for example, the HMRC, Health & Safety Executive, pension schemes, our childcare vouchers provider, etc.) with the data they need to deliver relevant services.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this can be found as part of our policies on personal data.

How we use the data we collect about you?

- We use your personal data for a number of purposes including the following:
- to process job enquiries and expressions of interest
- to complete our recruitment process
- to process the details of your contract of employment, pay and pension, and keep a record of employment related matters.
- to deliver our services as an employer
- for our own internal administrative purposes
- for statistical purposes appropriate to our services
- to comply with relevant laws and regulations.

By law we're allowed to process your data for one or more of these reasons:

- you have provided consent
- it is necessary for us to be legally compliant
- there is a legitimate interest to do so (e.g. in our role as an employer)

How long we keep it

We don't keep your data for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Retention policy which adheres to the requirements of the GDPR.

In relation to recruitment, unsuccessful applications will be held for a maximum of 6 months after the closing date.

What are your rights?

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer at dpo@sthelena.org.uk who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).