



---

## Fair Processing Notice

How we use employee and job applicant information

---

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

1. Castlehill Housing Association is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z734745X and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Gail Robertson

Any questions relating to this notice and our privacy practices should be sent to Gail Robertson at [gail.robertson@castlehillha.co.uk](mailto:gail.robertson@castlehillha.co.uk)

2. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):
  - (a) Name
  - (b) Date of Birth
  - (c) Address
  - (d) Telephone Number
  - (e) E-mail address
  - (f) NI number
  - (g) Bank account details
  - (h) Emergency contact details
  - (i) Qualifications
  - (j) Absence information
  - (k) Occupational Health Assessments
  - (l) Personal characteristics such as gender and ethnic group
  - (m) *For relevant posts only* - Criminal record information

We collect and use the above information and personal data for:

- a. Administration of contracts of employment
  - b. Application of our HR policies & procedures eg absence, appraisal, training and development
  - c. Payment of salaries
  - d. Recruitment and selection
  - e. Pensions and associated benefits
  - f. Membership of professional bodies
  - g. Operation of our lone workers' security scheme
3. We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:
- To process your monthly salary payments;
  - To allow your pension provider to process pensions information and handle your pension;
  - To allow our lone workers' security scheme partners to take any necessary security action on your behalf
  - If we enter into a joint venture with or are sold to, or merge with another business entity, your information may be disclosed to our new business partners or owners.
4. Your information will only be stored within the UK and EEA. Where information is transferred outside the UK or EEA we ensure that there are adequate safeguards in place to protect your information in accordance with this notice.
5. When you give us information we take steps to make sure that your personal information is kept secure and safe.

Your personal information is kept securely in either paper or electronic form and can only be viewed by appropriate people such as line managers for ongoing management, HR and Finance staff and, if you are on the lone workers scheme, senior staff who manage the lone worker system.

6. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold are provided in our Data Protection policy, which is in our Staff Handbook.

7. You have the right at any time to:
- Ask for a copy of the information about you held by us in our records; and
  - Require us to correct any inaccuracies in your information
8. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: Gail Robertson

You have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The accuracy of your information is important to us – please note it is your responsibility to inform us of any changes to your personal and contact details so that we can keep our records updated.