Privacy Notice

For St Luke's Hospice Staff

1 – Scope

This Fair Processing Notice (''Notice'') describes how St Luke's Hospice Plymouth collects and uses personal information relating to its staff.

2 – Aims

This notice tells you what personal information St Luke's Hospice Plymouth collects about its employees, why we need it, how we use it and what protections are in place to keep it secure. If you are an external candidate and seek further information, but are unable to use any links referred to in this notice, please speak to your recruitment advisor.

3 – Key Terms

''St Luke's'', ''we'' and ''us'' mean St Luke's Hospice Plymouth and all subsidiaries of this charity.

''St Luke's people'' and ''you'' mean prospective, present and past employees, agency staff and people connected to them (such as the person you nominate to contact in emergency).

''Personal Information'' means information about you and from which you could be identified, including information which may be protected under the privacy or data protection laws of the country in which you are employed.

4 – Privacy at St Luke's Hospice Plymouth

It is St Luke's policy to:

- Process your personal information fairly and in accordance with applicable laws;
- Tell you (either directly or in our policies) about how we will use your personal information;
- Only collect personal information from you when we need it for legitimate purposes, or legal reasons;
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it;
- Not keep your personal information for longer than we need to;
- Keep your personal information secure, and limit the people who can access it;
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up to date; and

Ensure that any third parties we share your personal information with take appropriate steps to protect it. The list of third parties we share your personal information with include; Simplyhealth, Blue Light Card, Tom French & Associates, Royal London, NHS Pensions (if applicable), Delt Shared Services Ltd, Anagram DBS services, UCheck DBS services, Computershare (if applicable) and University Hospitals Plymouth NHS Trust Occupational Health Services.

You will be given more details about the third parties in your HR Induction and if you wish to opt out of any of them having your personal information, you will be given the opportunity to do so.

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

Types of Information	**Examples** Please note that the examples are illustrative and non-exhaustive
Information about you:	Name, address, date of birth, marital status, nationality, race, gender, any online identifier such as an IP address, religion, and preferred language, details of any disabilities, work restrictions/or required accommodations.
Information to contact you at work or home:	Name, address, telephone and e-mail address
Information about who to contact in case of emergency (yours or ours):	Name, address, telephone, e-mail address and their relationship to you.
Information to identify you:	Photographs, passport and/or driving license details, electronic signatures.
Information about your suitability to work for us and/or a relevant third party:	References, interview notes, work visas ID information such as passport details and driving licence information, records/results of pre-employment checks, including criminal record checks.
Information about your skills and experience:	Application forms and/or CV's references, records of qualifications, skills, training and other compliance requirements.
Information about your terms of employment with St Luke's Hospice:	Letters of offer and acceptance of employment, your employment contract.
Information that we need to pay you:	Bank account details, national insurance or social security numbers (where applicable).

Information that we need to provide you with benefits and other entitlements:	Length of service information, health information, leave requests.
Information to allow you to access our buildings and systems:	Employee identification number (UIN), computer or facilities access and authentication information, identification codes, passwords, photographs, video images.
Information relating to your performance at work:	Performance ratings, leadership ratings, targets, objectives, records of performance reviews, records and/or notes of 1:1's and other meetings, personal development plans, personal improvement plans, correspondence and reports.
Information relating to discipline, grievance and other employment related processes:	Interview/meeting notes or recordings, correspondence
Information relating to your work travel and expenses:	Bank account details, passport, driving licence, vehicle registration and insurance details.

5 – Why do we need to collect your personal information?

We need to collect and use your personal information for a number of purposes. These may include:

Purposes for which we need your personal information:	**Examples** Please note that the examples are illustrative and non-exhaustive.
Recruitment.	• To assess your suitability to work for St Luke's; • To perform requisition and applicant management activities; • To perform precision matching to job vacancies; • To conduct screening, assessments and interviews; • To maintain a library of correspondence; • To make offers and provide contracts of employment; • To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where applicable – for more information about St Luke's Hospice, please see the HR page on the Intranet.
Human Resources (''HR''), finance and	• Staffing, including resource planning, recruitment, termination and succession planning;

other business administration purposes.	• Budgetary and financial planning and administration; • Organisational planning and development and workface management; • Compensation, payroll and benefit planning and administration, including salary, tax withholding, tax equalization, awards, insurance and pensions; • Workforce development, education, training and certification; • Performance management; • Problem resolution, including carrying out internal reviews, grievances, investigations, audits; • To conduct business reporting and analytics; • Administration of flexible working arrangements; • Administration of employee enrolment and participation in activities and programmes offered to eligible employees; • Work-related injury and illness, including the management of employee Health & Safety, and disabilities; • To provide HR helpdesk support and case management; • To communicate with you and to facilitate communication between you and other people; • Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting; • Risk management • Project management; and • Training and quality purposes
Security Purposes	• Physical access control; • Authorising, granting, administering, monitoring and terminating access to use or St Luke's or third party facilities, records, property and infrastructure including communications services such as business telephones and email, internet use; • CCTV;and • Prevention and detection of crime.
Information Technology administration purposes (''IT'')	• IT systems access control and use monitoring; • IT fault reporting, management and resolution; • Systems administration, support, development, management and maintenance.
Legal purposes	• To comply with our legal obligations.

6 – How do we protect your personal information?

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. You are required to help with this by ensuring that your own personal information and that of your colleagues and third parties are kept secure. You should not share your (or anyone else's) personal information unless there is a genuine business reason for doing so.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone it shouldn't be. Information about the IT Security standards we use to protect your personal information can be found.

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they work for St Luke's Hospice. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them.

7 – How can you request access to the personal information St Luke's Hospice holds about you?

If you have any questions about the personal information that we hold about you we suggest that you speak to your line manager or HR in the first instance.

To make an access request, please email dpo@stlukes-hospice.org.uk and you will receive a response within one calendar month of receipt.

For further information on how we store your data and our retention periods, please refer to the Organisational Information & Records policy. This can be accessed via your line manager and on the company intranet.