



## Privacy Notice - Employees

A privacy notice describes how we collect, use, retain and share information we have about you. This is needed because Tricuro as your employer is registered as a data controller with the Information Commissioner's Office (the ICO).

In this notice we will explain how we use your information, your rights in relation to your information, and what we do to make sure your information is kept safe. As your employer we have a lawful basis for using your details. We need to do be able to carry out your employment contract including paying your salary, comply with our legal obligations, and protect our position in the event of any legal proceedings.

We are committed to protecting your privacy, looking after your personal information securely, and ensuring that we process your information appropriately, fairly, and lawfully.

### **What is personal information?**

This is any information that can identify you as an individual, it includes your name, address, and date of birth. There is a second category known as sensitive personal information which may include medical and financial information or your race / ethnic origin.

### **Why do we collect and hold personal information?**

We ask for and collect personal information about you so we can carry out our legal and contractual obligations in relation to your employment. We will only collect information which is proportionate to this and will strive to ensure it is accurate and up to date.

### **Who do we collect information from?**

As well as information which you give us, we may receive information from other organisations or agencies who may be involved in administering your employment. This may include outsourced HR and Payroll Services, HMRC, pension providers, and training providers.

### **How do we use the information?**

We use this information in a variety of ways:

- To administer all the different parts of your employment. This includes payroll, pensions, training, appraisals, absence etc.

- To collate information on all employees so as a business we can look at equal opportunities, absence levels etc. This information is anonymised once the data has been collected so no one can be identified.
- To manage your access to other systems for example the computer system or building access.
- To respond to specific requests for example a mortgage or reference request. Your explicit consent may be required before this is provided.
- To share with other organisations where we need to share your information to carry out your employment contract for example to a pension provider; or to run a DBS check, or where we must legally provide information for example to HMRC.
- To carry out our contractual obligations with regards to shareholders, commissioners and/or private fee payers.

In addition, you will obviously be referred to within other work documents for example as an attendee at a meeting or in an email. How we work together to look after all this type of information is covered by our Data Protection Policy and other related policies.

### **How do we share information?**

When we need to share information with another organisation, for example Dorset Council or Bournemouth, Christchurch, and Poole Council Human Resources Departments; we will only give them information that relates to the task the organisation is carrying out and we will not share more information than necessary.

If we wish to share your information for any reason not covered above, we will need to obtain your explicit consent. This means we would tell you what information we want to share and why we want to share it.

Only in exceptional circumstances, such as where we believe that failing to do so would put you or someone else at risk, or where there is a legal requirement to provide information about you, will we share information without your explicit consent.

We will never share your information with third parties for marketing purposes.

### **How do we store and retain your information?**

We will strive to ensure any information held is up to date and accurate. The information we hold is stored securely and in accordance with the General Data Protection Regulations 2018. Information will be held in secure paper and electronic formats, which will be accessible and restricted to those who need to know the information.

We will retain your records and personal information following the schedule for employee records, after this they will be securely destroyed or deleted. If you decide to leave Tricuro your personnel file will be kept for six years after you leave.

## **What do you need to do?**

As an employee, you are required to comply with data protection regulations and work in a way that respects and protects all personal information. This may be about colleagues, clients, or external contacts. You will be provided with information and training, so you understand how this applies to you and your work.

It is also helpful if you advise us of any changes to your details that we need to know.

## **What rights do you have?**

You have the right to request access to your information. This is known as a subject access request or SAR. A specific procedure must be followed if you want to see your information. Please read the policy or contact the Tricuro HR team for more information.

You also have the right to have out of date or inaccurate data corrected, to request your data is deleted once the retention period has passed or if you feel it is not justified for us to keep it and to restrict the processing or sharing of your information. Any restriction or withdrawing of your consent to share your information may affect how we can administer your employment.

## **What if I have a query, complaint or would like more information?**

If you have any concerns or complaints about how we collect, use, hold or share your information, you should contact us without delay at:

Beech House, 28-30 Wimborne Road, Poole, Dorset BH15 2BU.

Telephone: 01202 797888

Email: [enquiries@tricuro.org](mailto:enquiries@tricuro.org)

If you are not satisfied with our response to a complaint, you can contact the Information Commissioner's Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113.

Website: [www.ico.org.uk](http://www.ico.org.uk)