

## **Beat HR Privacy Notice**

Details of what information we collect from you, what we do with it and who it might be shared with.

### **What information do we collect from you?**

We collect personal information at recruitment, as part of the induction process and throughout your working life at Beat.

### **Why do we collect this information?**

As an employer Beat has a duty of care for all employees' health and safety, along with a requirement to hold information relevant to HMRC, Pension Auto-enrolment etc. on a legal basis. Beat needs to retain some information should it need to demonstrate compliance with HR legislation and practice - on the basis of legitimate interest.

### **Who might we share your information with?**

Beat is obliged to provide certain information to HMRC relating to salaries, student loan deductions etc. Unless an employee clearly opts out of Auto-enrolment, Beat has a responsibility to provide appropriate information to the Pension Trust.

Beat will only forward your details to BUPA (cash plan), Cycle to Work Scheme or Busy Bees Benefits (childcare vouchers) with your explicit consent. Beat will not provide your details to any other organisation without explicit consent, including in support of mortgage or tenancy applications.

### **What health information do we hold?**

Health information is considered to be sensitive personal information, Beat will hold Self-certificates, Dr's Fit Notes, Return to Work Notes and Occupational Health Reports, and on occasions more specific medical information supplied by a doctor. We will hold this information for as long as is relevant to meet Beat's contractual and legal obligations in order to process Beat's Company Sick Pay and Statutory Sick Pay.

### **What do we do with your information?**

Some older information relating to longer serving employees remains on paper and is stored in a locked cabinet in the Norwich office, only HR hold the key. Most information will be added to the HR Management system, only the HR Team have access to this system.

Your Line Manager should store all copies of 1-1 records and quarterly reviews on your online HR File on the HR Group SharePoint site, only you, your line manager and HR have access to this folder.

### **How long do we keep hold of your information?**

The retention of documentation is only held for as long as Beat can justify a purpose, a document showing the retention times for HR information is available on the HR Forms & Documents spreadsheet found on the HR tab of the intranet.

### **How can I access the information you hold about me?**

You have the right to request access to any paper and electronic records at any time. If you wish to access your paper records, this will be arranged. If you wish to have copies of some or all of the documents you can request this through a Subject Access Request to the HR Team and will receive the copies within 30 days.

If you have any questions about how your personal information is stored or used, please email Sue Sparks - [s.sparks@beateatingdisorders.org.uk](mailto:s.sparks@beateatingdisorders.org.uk) .