

## **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 Simply Health (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 do we do with your information?**

Some information will remain on paper and be stored in a locked cabinet in the Norwich office, only HR hold the key. Some information will be added to the HR Management system, only the Admin Team have access to this system.

Line Managers may retain copies of 1-1 records and quarterly reviews, to be stored confidentially. The 1-1 records will be filed on your HR file when your employment ceases, and quarterly review forms held by Line Managers will be destroyed.

### **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 papers is available on the Retention Times for HR Papers document.

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

You have the right to request access to your paper and electronic records at any time. If you wish to view your file, this can be arranged in the Norwich office at a convenient time. 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) .