



Staffordshire
Chambers of
Commerce



HR Privacy Notice

PRIVACY NOTICE FOR EMPLOYEES CONTRACTORS, RECRUITMENT PROCESSES & GENERAL HUMAN RESOURCES.

1.0 Who we are

1.1 This privacy notice (the "Privacy Notice") applies to all personal information processing activities carried out by Staffordshire Chambers of Commerce Ltd (referred to as "we", "us" and "our").

1.2 Staffordshire Chambers of Commerce operates as both a data controller and data processor in respect of personal information that we process in connection with our employees (including temporary staff, volunteers, internships and contractors). In this notice, reference to "we", "us" or "our" are references to Staffordshire Chambers of Commerce. This Privacy Notice sits within a wider Chamber Data Handbook which is available upon request. All documents relating to data protection can be read independently or as a collection within this handbook. This notice does not form part of any contract of employment or other contract.

1.3 Our principle address is Staffordshire Chambers of Commerce, Commerce House, Festival Park, Stoke-on-Trent, ST1 5BE and our contact details can be located at www.staffordshirechambers.co.uk

1.4 We are an accredited member of the British Chambers of Commerce (BCC). More information about the BCC can be found at www.britishchambers.org.uk

1.5 We respect individuals' rights to privacy and to the protection of personal information. The purpose of this Privacy Notice is to explain how we collect and use personal information in connection with our business. "Personal information" means information about a living individual who can be identified from that information (either by itself or when it is combined with other information). We may update our Privacy Notice from time to time. When we do we will communicate any changes to you and publish this updated Privacy notice on our website. We would encourage you to visit our website regularly to stay informed of the purposes for which we process your information and your rights to control how we process it.

2.0 Data Protection Principles

The Company will comply with the GDPR. This means that the personal information we hold about you will be:

- Used lawfully, fairly and transparently;
- Collected only for the various reasons explained to you clearly and not used in any way other than these purposes;
- Relevant to the purposes needed and limited to those purposes only;
- Accurate and kept up to date
- Kept only for such a period necessary for the purposes we have told you about; and
- Kept securely.

3.0 What information do we hold about you and how is your personal information processed?

3.1 We collect and process personal information (personal data) about you. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

3.2 We may collect, store, and use the following categories of personal information about you:

- a) Personal contact details such as name, gender, title, addresses, telephone numbers, and personal email addresses
- b) Date of birth
- c) Marital status and dependants
- d) Next of kin and emergency contact information
- e) National Insurance number
- f) Bank account details, payroll records and tax status information
- g) Salary, annual leave, pension and benefits information
- h) Start date
- i) Location of employment or workplace
- j) Copy of driving licence, vehicle insurance documentation
- k) Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- l) Employment records (including job titles, work history, working hours, training records and professional memberships, qualifications).
- m) Performance information.
- n) Disciplinary and grievance information.
- o) Information about your use of our information and communications systems.
- p) Photographs.

3.3 We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

3.4 We collect personal information about you in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities throughout the employment.

3.5 In some cases, we collect data about you from third parties, such as references supplied by former employers, information from employment back ground check providers, credit reference agencies, educational establishments, and other parties.

3.6 Data is stored in a range of systems, including your personnel file, in the Chamber's HR systems and information technology systems (including the Chamber's email system).

4.0 Why does the Chamber need this information?

4.1 The Chamber needs to protect itself and you through an employment contract with you and to meet its obligations of that contract. The information we hold about you primarily

llows us to administer our contract with you and to enable us to comply with legal obligations.

5.0 How we will use information about you

5.1 Most commonly, we will use your personal Information in the following circumstances:

- a Where we need to perform the contract we have entered into with you.
- b Where we need to comply with a legal obligation.
- c Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

5.2 We may also use your personal information in the following situations, which are likely to be rare:

- a Where we need to protect your interests (or someone else's interests).
- b Where it is needed in the public interest [or for official purposes].

5.3 In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below:

6.0 Making a decision about your recruitment or appointment.

- a) Determining the terms on which you work for us
- b) Checking you are legally entitled to work in the UK.
- c) Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- d) Providing the following benefits to you: Employee Healthcare plans, Bike to Work Scheme and Life Insurance and any other Chamber benefits
- e) Liaising with your pension provider.
- f) Business management and planning, including accounting and auditing.
- g) Conducting performance reviews managing performance and determining performance requirements.
- h) Making decisions about salary reviews
- i) Gathering evidence for possible grievance or disciplinary hearings
- j) Making decisions about your continued employment or engagement.

- k) Making arrangements for the termination of our working relationship.
- l) Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- m) Assessing qualifications for a particular job or task, including decisions about promotions.
- n) Ascertaining your fitness to work.
- o) Managing sickness absence.
- p) Complying with health and safety obligations.
- q) To prevent fraud.
- r) To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- s) To ensure network and information security, including preventing unauthorised access to our computer and electronic communication systems and preventing malicious software distribution.
- t) To review and better understand employee retention and attrition rates.
- u) Equal opportunities monitoring.
- v) Used on the Chamber website and/or any publications (unless you have expressly refused this)

1.0 Do we need your consent?

1.1 We do not need your consent if we use categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to share your data with a third-party organisation to process data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can consider whether you wish to consent. It is not a condition of your contract with us that you agree to any request for consent from us.

2.0 How we use particularly sensitive personal information

2.1 "Special categories" of particularly sensitive personal information require higher levels of protection. We may process special categories of personal information in the following circumstances:

- a) In limited circumstances, with your explicit written consent.
- b) Where we need to carry out our legal obligations and in line with our data protection policies.

- c) Where it is needed in the public interest, e.g. equal opportunities monitoring [or in relation to our occupational pension scheme], and in line with our data protection policies.
- d) Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

2.2 Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public or in the course of legitimate business activities with the appropriate safeguards.

2.3 We will use your particularly sensitive personal information in the following ways:

- a) We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.
- b) We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- c) We will use information about your race or national ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

3.0 Do we need your consent for special categories of data?

3.1 We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

4.0 Information about criminal convictions

4.1 We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policies.

4.2 Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

4.3 We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us. We will use information about criminal convictions and offences in the following ways:

- a) Making a decision about your recruitment or appointment.
- b) Determining the terms on which you work for us
- c) Administering the contract, we have entered into with you.
- d) Business management and planning, including accounting and auditing.
- e) Conducting performance reviews, managing performance and determining performance requirements.
- f) Making decisions about salary reviews and compensation.
- g) Gathering evidence for possible grievance or disciplinary hearings.
- h) Making decisions about your continued employment or engagement.
- i) Making arrangements for the termination of our working relationship.
- j) Education, training and development requirements.
- k) Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- l) Ascertaining your fitness to work.
- m) Managing sickness absence.
- n) Complying with health and safety obligations.
- o) To prevent fraud.
- p) To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- q) To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.

5.0 Changes to the way we use your information

5.1 From time to time we may change the way we use your information. Where we believe you may not reasonably expect such a change we will notify you and will allow a period of at least 30 days for you to raise any objections before the change is made. However, please note that in some cases, if you do not agree to such changes it may not be possible for us to continue to operate your membership and/or provide certain products and services to you.

6.0 Automated decision-making

- 6.1 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:
- a) Where we have notified you of the decision and given you 21 days to request a reconsideration.
 - b) Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
 - c) In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.
- 6.2 If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.
- 6.3 You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you

7.0 Data sharing

- 7.1 We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law. We may share your personal information where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- 7.2 The following activities are carried out by third-party service providers: payroll, pension administration, benefits provision and administration, IT services.
- 7.3 We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

8.0 Data security

- 8.1 We are committed to ensuring that your information is secure with us and with the third parties who act on our behalf. We have put in place measures to protect the security of your information. Details of these measures are available upon request.

9.0 Data retention

- 9.1 We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements details of retention are available upon request.

10.0 Your rights

10.1 We want to make sure you are aware of your rights in relation to the personal information we process about you. We have described those rights and the circumstances in which they apply in the table below.

10.2 If you wish to exercise any of these rights, if you have any queries about how we use your personal information that are not answered here, or if you wish to complain to our Data Protection Lead, please contact us at 01782 202 222.

10.3 Please note that in some cases, if you do not agree to the way we process your information, it may not be possible for us to continue to operate your membership account and/or provide certain products and services to you.

Rights	Description
Access – you have a right to get access to the personal information we hold about you.	If you would like a copy of the personal information we hold about you, please write to: Staffordshire Chambers of Commerce, Subject Access Requests, Commerce House, Festival Park, Stoke-on-Trent, ST1 5BE or contact us at 01782 202 222.
Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information	If you believe that any of the information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and to rectify the inaccurate personal information. Please note that if you request us to restrict processing your information, we may have to suspend the operation of your account and/or the products and services we provide to you.
Erasure – You have a right to request that we delete your personal information.	You may request that we delete your personal information if you believe that: <ul style="list-style-type: none"> • we no longer need to process your information for the purposes for which it was provided; • we have requested your permission to process your personal information and you wish to withdraw your consent; or • we are not using your information in a lawful manner. Please note that if you request us to delete your information, we may have to suspend the operation of your account and/or the products and services we provide to you.
Restriction – You have a right to request us to restrict the processing of your personal information.	You may request us to restrict processing your personal information if you believe that: <ul style="list-style-type: none"> • any of the information that we hold about you is inaccurate; • we no longer need to process your information for the purposes for which it was provided, but you require the information to establish, exercise or defend legal claims; or • we are not using your information in a lawful manner. Please note that if you request us to restrict processing your information, we may have to suspend the operation of your membership account and/or the products and services we provide to you.
Portability – You have a right to data portability.	Where we have requested your permission to process your personal information or you have provided us with information for the purposes of entering into a contract with us, you have a right to receive the personal information you provided to us in a portable format. You may also request us to provide it directly to a third party, if technically feasible. We're not responsible for any such third party's use of your account information, which will be governed by their agreement with you and any privacy statement they provide to you.
Objection – You have a right to object to the	You have a right to object to us processing your personal information (and

<p>processing of your personal information.</p>	<p>to request us to restrict processing) for the purposes described in this Privacy Notice), unless we can demonstrate compelling and legitimate grounds for the processing, which may override your own interests, or where we need to process your information to investigate and protect us or others from legal claims.</p> <p>Depending on the circumstances, we may need to restrict or cease processing your personal information altogether or, where requested, delete your information. Please note that if you object to us processing your information, we may have to suspend the operation of your account and/or the products and services we provide to you.</p>
<p>Marketing – You have a right to object to direct marketing.</p>	<p>You have a right to object at any time to processing of your personal information for direct marketing purposes, including profiling you for the purposes of direct marketing.</p>
<p>Withdraw consent – You have a right to withdraw your consent.</p>	<p>Where we rely on your permission to process your personal information, you have a right to withdraw your consent at any time. We will always make it clear where we need your permission to undertake specific processing activities.</p>
<p>Lodge complaints – You have a right to lodge a complaint with the regulator.</p>	<p>If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Lead who will investigate the matter. We hope that we can address any concerns you may have, but you can always contact the Information Commissioner's Office (ICO). For more information, visit ico.org.uk</p>

If you have any questions about this privacy notice, please contact Data Protection Lead at Staffordshire Chambers of Commerce.