



## Royal British Legion Industries

### Privacy Notice for Employees, Workers, Consultants, Volunteers and Trustees

This notice explains what personal information we collect, when we collect it and how we use it during and after your working relationship with us. During the course of our activities we will process personal data, (which may be stored on paper, electronically or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Royal British Legion Industries (“we”) is committed to a policy of protecting the rights of individuals with respect for the processing of their personal data and adhere to guidelines published in the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, together with any domestic laws and/or amendments subsequently enacted.

This notice applies to current and former employees, workers, consultants, volunteers and trustees. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z6761919 and we are the data controller of any personal data that you provide to us. This means that we are responsible for deciding how we hold and use personal information about you.

Any questions relating to this notice and our privacy practices should be sent to [dpo@rbli.co.uk](mailto:dpo@rbli.co.uk) if by email. By post to Data Protection Officer Royal British Legion Industries, Hall Road, Aylesford, Kent, ME20 7NL. Telephone: 01622 795900.

#### 1. Categories of personal data:

We collect, store and use the following categories of personal information about you, which is collected through a variety of sources, directly from you; or third parties, including recruitment agencies, pension providers etc.

- a. Name
- b. Title
- c. Date of birth
- d. Address(es)
- e. Telephone numbers
- f. Email address(es)
- g. Marital status and dependants
- h. Next of kin and emergency contact information
- i. National Insurance number
- j. Gender
- k. Qualifications
- l. Bank account details, payroll records and tax status information
- m. Salary, annual leave, pension and benefits information
- n. Start date, and, if different, your continuous service date, leaving date and reason for leaving
- o. Location of employment and/or workplace
- p. 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)
- q. Employment records (including job titles, work history, working hours, holidays, training records and professional memberships)
- r. Performance information
- s. Appraisal documentation
- t. Disciplinary and grievance information

- u. CCTV footage and other information obtained through electronic means such as swipe card records
- v. Information about your use of our information and communication systems
- w. Images via photographs and/or other means such as video. RBLI treats images where individuals can clearly be seen as personal data
- x. Results of HMRC employment status check, details of your interest in and connection with intermediary through which your services are supplied.

When necessary we may need to also collect, store and use the following more sensitive types of personal information:

- a. Information about your race or ethnicity, trade union membership
- b. Medical information, including information about your health, any medical condition, health and sickness records, doctor's certificates, medical reports Occupational Health reports.
- c. Information about criminal convictions and offences, including disqualification from certain roles such as company director
- d. Profile information packs are given to us by third parties to support our beneficiaries who volunteer. These packs contain information relating to the individual's medical needs or disability and allow us to provide the necessary safeguarding and support to those individuals whilst they are working or volunteering with us.

## 2. Use of personal data:

We collect and use the above information for:

- a. The administration of the contract we have entered with you
- b. Payment of salaries
- c. Recruitment and selection
- d. Pensions and associated benefits
- e. Social Security administration
- f. Appraisal, training and development
- g. Performance Management including investigations for disciplinary, grievance and suspension
- h. Membership of professional bodies
- i. Next of kin
- j. Us to be able to identify specific support needs for our workers and volunteers
- k. For the purposes of mortgage applications or references for a future employer
- l. To allow your pension provider to process pensions information and handle your pension
- m. To enable required reporting in respect of social security
- n. To allow your electronic payslips to be produced and issued to you
- o. Images are used to record our events and to use in promotion of the charity. Photographs taken by RBLI, or those acting on behalf of RBLI, may be used internal as a record of an event, in printed media, internet, publicity material or other forms now or in the future.

## 3. Sharing information with third parties:

When we share your personal information with our suppliers, who we engage to process data on our behalf, we ensure processing is conducted under a Data Processing Agreements and means they cannot do anything with your information unless we have instructed them to do it.

We may be required to disclose your information by law or as expressly permitted under applicable data protection legislation.

We do not sell personal details to other charities or other third parties.

Images may be used in marketing publications and online including social media.

#### **4. How is your personal information collected?**

We collect personal information about employees, workers, consultants, volunteers and trustees through the application and recruitment process, either directly from candidates, next of kin, advocate, or sometimes from an employment agency or background check provider. We do sometimes collect additional information from third parties including former employers, credit reference agencies, professional bodies, or other background check agencies.

We collect additional personal information in the course of job-related activities throughout the period of you working for us.

#### **5. The legal basis upon which we process your personal information:**

Our processing is based primarily on the lawful processing conditions of the necessity to fulfil our contract with you and to meet our legal obligations to which we are subject. Less frequently, we may process your data on the grounds of our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests or on the grounds of public interest.

We may also process special categories of information relating to you (as set out above) where this is necessary to carry out our obligations or exercise our rights in the fields of employment law and/or social security. We will otherwise request your explicit consent for the processing of such special category data.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers and social security laws).

We In some instances, we may ask for your consent to process your information. Where this is the case we will make it clear what you are consenting to.

In all other cases, we rely on a condition called “legitimate interests”. The law allows us to process your data if it is in our legitimate interests to do so. But we can only do this if:

- it does not disproportionately affect your privacy rights;
- it doesn't cause you any harm;
- it isn't overly intrusive.

The law also says we must let you know what we consider our legitimate interests to be. Our legitimate interests are:

- ensuring that our services meet the needs of our customers;
- ensuring that we make the most efficient use of our resources and we understand how we are performing;
- ensuring we provide a safe service;
- ensuring we understand our customers' experiences and views

For photographs and images RBLI relies on the basis of Legitimate Interests. We need the ability to publish, display, and promote the aims charity and to support fundraising. RBLI does provide you with the right to restrict the processing of your photograph. If you wish restrict how RBLI may use your photograph, please inform us by contacting our DPO at [dpo@rbli.co.uk](mailto:dpo@rbli.co.uk). Photographs and images are retained in perpetuity so that RBLI has an ongoing record of the history of the charity.

## 6. Storing and Protecting your Information

RBLI stores your data in UK and/or European Union.

Where we share information with third parties for data processing that is outside the UK or EEA, we will ensure we have contracts in place and ensure there are safeguards in place to protect your personal data.

When you provide us with personal information we will ensure that it is kept safe and secure.

We review our data retention periods regularly and will only hold your personal data for as long as necessary, or as long as may be required by law or for any accounting or reporting requirements. We may be legally required to hold some types of information, or as set out in any relevant contract we have with you.

## 7. Your data protection rights:

You have several rights which allow you to choose and control how we use your data. These rights are explained below. If you would like to use these rights, please put your request in writing and send them to your support service manager. Alternatively, you can send them to [dpo@rbli.co.uk](mailto:dpo@rbli.co.uk).

**Transparency:** You have the right to be informed about how we are using your data. If you think we are doing something with your information that we have not told you about in this Privacy Notice, you can object to this.

**Access:** You have the right to ask us what personal information we hold about you, and to request a copy, free of charge. Please note if we consider that the request is manifestly unfounded, excessive, or repetitive, we can charge a reasonable fee. This fee will be based on the administrative cost of providing the information.

**Objection:** You can object to the processing of your personal data. You should note that this right does not apply in all circumstances, for example, where we are processing information because it is necessary in the performance of a contract we will not be able to stop processing this information.

**Withdrawal of consent:** If we are processing your data based on your consent, you can withdraw this consent at any time. Where this is the case, we may no longer be able to provide the relevant service to you.

**Rectification:** If you think that the personal data we hold about you is inaccurate or incomplete, you have a right to request that it be rectified.

**Erasure:** You can ask us to delete your personal data where it is no longer necessary for us to use it, where you have withdrawn consent (if we process based on consent), or where we have no lawful basis for keeping it.

**Restriction:** You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.

**Data portability:** You can ask us to provide you, or a third party (if possible), with some of the personal data we hold about you in a structured, commonly used, electronic form, so that it can be easily transferred.

**Appeal:** If you are not satisfied with the way that we have dealt with your personal data, please let us know and we will try and resolve your concerns. You can make a formal complaint to [dpo@rbli.co.uk](mailto:dpo@rbli.co.uk) .

#### 8. **General:**

Please note that if you are an employee, you have access to the self-service portal of MyHR. This enables you to directly review and update your personal records and information.

If you would like to find out more about how we use your personal data or want to see a copy of the information that we hold about you (your personnel file), or you wish to exercise any of the above rights, please contact the Data Protection Team.

The accuracy and safeguarding of your information is important to us. Please help us to keep our records updated by informing us of any changes to your personal and contact details.