***YMCA Wellington and District privacy notice – employee and volunteer data***

YMCA Wellington process personal data relating to people that we employ either on a paid or voluntary basis.

We do this to comply with employment and charity law, contract compliance and to ensure that we can provide the right service to each person. Information may be held on paper or electronically.

**The personal data we process may include, but may not be limited to, the following:**

* data relating to your identity (including name, data of birth)
* background information (employment and education history, references from previous employers, criminal records check (for vetting purposes, where permissible and in accordance with applicable law),
* contact details (address, telephone numbers, email addresses, emergency contact details)
* medical and health information
* details of your employment (contract of employment, supervision notes, records of meetings and disciplinary or other personnel matters pertaining to you)
* financial information (bank details, National Insurance number, rate of pay)
* IT information – information related to your access to our systems including (login details, IP addresses, log files, access/times/duration of use, location).

The systems we use to store and process your data or organisations we may enter your data vary by role but may include:

* AMIS - STSA and Holly Project customer records system (name, work email and job title only)
* Profile - FS customer records system (name, work email and job title)
* FixFlo - Repairs management system (work email/phone number and name only for staff)
* Citation Atlas (HR information management and holiday booking system where all HR data is held)
* DE Ball and Co – Payroll management (name, address, rate of pay, tax information, hours worked, absences for sick pay processing)
* Midland Computers – IT service (name and job title only to set up IT access)
* YMCAEW Disclosure and Barring Service – periodic DBS checks (name and email address)
* Charity Commission and Companies House (Trustees and management staff only)

**The collection of this information will benefit us by:**

* improving the management of employees across the business,
* enabling development of a comprehensive picture of our employees
* ensuring compliance with our policies and procedures and our legal obligations including safeguarding
* enabling monitoring of selected protected characteristics.

**We will not share information about you with third parties without your consent unless the law allows or requires us to do so.**

Under the data protection legislation you have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress,
* prevent processing for the purpose of direct marketing,
* object to decisions being taken by automated means,
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed,
* claim compensation for damages caused by a breach of the data protection legislation.

If you would like to find out more about our data retention policy and how we use your personal data, or if you want to see a copy of the information about you that we hold, please contact the Operations Manager.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at https://ico.org.uk/concerns/