

Piper

Staff Privacy Notice

Document Type	Policy
Action Required	For Information
Document Security	For Publication
Owner (Dept.)	Legal and Corporate Governance
Date of Issue	14/05/19
Date of Review	14/05/21
Version	2.0

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1 Policy statement

The Piper Communities Group, “Piper Group”, is the parent charity and company of ENABLE Scotland.

ENABLE Scotland is the parent charity and company of ENABLE Scotland (Leading the Way) and ENABLE Trustee Service.

The group is referred to as ‘Piper Group’ or ‘the organisation’ throughout this policy document.

2 Introduction

The organisation is registered as a data controller with the Information Commissioner’s Office for the purposes of data protection legislation, and is committed to ensuring that the personal data of all applicants, employees, workers and contractors is handled in accordance with the principles set out in the legislation.

This Organisation’s Staff Privacy Notice sets out what data the organisation requires from you, who it may be shared with, and how we dispose of personal data. It also explains your rights in relation to your personal data.

The Organisations contact details are: INSPIRE House, 3 Renshaw Place, Eurocentral, Lanarkshire ML1 4UF. Data protection queries should be sent to: dataprotection@pipergroup.org.uk.

3 The organisation and personal data

3.1 Does this notice apply to me?

This notice applies to all current and former employees, workers and contractors.

3.2 Does this notice form part of my contract of employment?

No. This notice does not form part of your contract of employment; it may be amended at any time.

3.3 Data Protection queries

If you have any questions about this privacy notice or how we handle your personal information please contact dataprotection@pipergroup.org.uk.

4 Your Personal Information

In this privacy notice, 'your personal information' means your personal data i.e. information about you from which you can be identified, Appendix 1 lists personal information that we may process.

Your 'personal information' does not include data where the identity has been removed (anonymous data). It is important that your personal information is accurate and up to date.

Please keep us informed if your personal information changes during your application process, this can be done through ePloy recruitment system.

4.1 Where does your personal information come from?

Your personal information will come from you or us, and may also come from the following sources:

Source	Type of data
Recruitment Agencies	Personal Details, Employment Details
Disclosure Scotland	Personal Details, Convictions
Former employers: references	Personal Details, Employment Details

Source	Type of data
Medical Professionals	Personal Details, Medical Details
Colleagues, People we Support	Employment Details
Professional and Membership Bodies	Personal Details, Employment Details, Education and Training Details

If you would like more information on the source of your personal information please contact dataprotection@pipergroup.org.uk.

4.2 Processing your personal information

We may process your personal information during and after your employment with the Organisation. This may include collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it.

In general, we process your personal information to:

- Make a decision about your recruitment or appointment;
- Determine the terms on which you work for us and advise you of these;
- Check you are legally entitled to work in the UK;
- Contact you;
- Administer our contract with you and ensure compliance with the terms of your contract;
- Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility) and, if applicable, deduct tax and national insurance;
- Carry out business management and planning, including accounting and auditing;
- Manage performance and conduct;
- Make decisions about salary;
- Conduct disciplinary and grievance proceedings;
- Assess qualifications and suitability for a job or task, including promotion decisions;
- Manage flexible working applications;
- Make decisions about continued employment or engagement;
- Make arrangements for the termination of our working relationship;

- Manage sickness absence; assess your fitness to work; and consider disability status and reasonable adjustments for disabled workers;
- Manage all requests for time off work;
- Carry out education, training and development;
- Comply with gender pay gap reporting obligations;
- Monitor your use of our IT and communications systems;
- Prevent and detect crime and ensure a safe work environment;
- Carry out equal opportunities monitoring;
- Comply with health and safety obligations;
- Maintain records of your working time, holidays, and working time opt-out agreements;
- Inform your contacts in the event of sickness, accident or other emergency;
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency);
- For business promotion;
- To understand employee attrition rates;
- To provide a reference regarding you;
- To establish, exercise or defend legal claims;
- In the context of an actual or potential sale or restructuring of the business; and / or
- To comply with the law or requirements of a regulator.

4.3 Personal data the Organisation needs

At Appendix 1, the personal information that is necessary for us to enter into or carry out our contract with you is set out.

If you do not provide this data, we may not be able to enter into, or carry out, the contract, for example, if you don't provide your bank details, we may not be able to pay you.

In some circumstances, the provision of your personal information is a statutory requirement, this includes:

- Documentation confirming your right to work in the UK – if you do not provide this, we may not be able to enter into a contract with you, or we may need to terminate your contract.

- Statutory information you must provide to us if you wish to take maternity, paternity, adoption, shared parental or parental leave, or claim statutory payments in relation to such leave. If you do not provide this, we may not be able to comply with our legal obligations and/ or provide relevant benefits to you.
- Disclosure Scotland background check applications.

4.4 Special categories of personal information

‘Special categories of personal information’ means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purpose of uniquely identifying you

We must have additional legal grounds for processing special categories of personal information, the data marked * on Appendix 1 is a special category of personal information, additional information on processing data is at Appendix 3.

5 Sharing your personal data with third parties

We may share your personal information with third parties in the following circumstances:

- If this is required by law;
- If this is necessary to enter into or carry out our contract with you or administer the working relationship with you;
- Where we have another legitimate interest in doing so; or
- Where it is necessary to protect your vital interests or those of another person:

A full list of the third parties with whom we may be required to share your personal data, and the reasons for doing so, is provided at Appendix 2.

6 Your rights

You have the following rights:

- **Access:** you can request a copy of your personal information that we hold, and check we are processing it lawfully.
- **Correction:** you can ask us to correct your personal information if you don't think it is accurate, complete or up-to-date.
- **Deletion:** you can ask us to delete your personal information, if:
 - It is no longer necessary for the purposes for which we obtained it;
 - You withdraw your consent, and we have no other legal basis for the processing;
 - You validly object to the processing as described below;
 - We have unlawfully processed the data; or
 - We must delete the data to comply with a legal obligation.
- **Objection:** if we process your personal information to perform tasks carried out in the public interest, or on the basis of legitimate interests, you can object to this processing on the basis of your particular situation. We will only then continue the processing if we have overriding legitimate grounds for this, or the processing is to establish, exercise or defend legal claims. You may also object if we process your personal information for direct marketing purposes.
- **Restriction:** you can ask us to restrict our processing of your personal information if:
 - you contest the accuracy of the data (for a period that enables us to check it);
 - our processing is unlawful, but you don't want the data deleted;
 - we no longer need the data, but you require it to establish, exercise or defend legal claims;
 - you have objected (as above) and are awaiting confirmation as to whether we have overriding legitimate grounds for processing.
- **Transfer:** if our processing is based on your consent or necessary to carry out our contract with you, and is carried out by automated means, you can request a copy of the personal information you have provided to us and the transfer of

this to someone else. Where technically feasible, you can ask us to transfer it directly.

- **Complain to the Information Commissioner:** the Information Commissioner is the UK supervisory authority for data protection issues. The Organisation strives to resolve all complaints internally via the Legal Department, please contact dataprotection@pipergroup.org.uk if you have a query in this regard.

The Organisation's Data Protection Policy has more information on these rights and explains how you can exercise them

7 Data Retention

The Organisation will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

If unsuccessful in applying to the organisation, we will retain your personal information for six months. If successful in applying to the organisation, we will retain all of your personal information during your engagement and for 6 years after termination to allow us to establish, exercise or defend legal claims, with the exception of the following:

- We will delete out-of-date contact, emergency contact, and bank account details whenever you provide us with updated details;
- We will retain current contact and bank account details during your engagement, and delete these when we have processed the final payment to you following the termination of your engagement;
- We will retain current emergency contact details during your engagement, and delete these when your engagement terminates;
- We will retain payroll and wage records, salary and benefits details, including pension and bonus details during your engagement and until the later of:
 - 6 years after termination; or
 - 6 years from the financial year-end in which payments were made.
- We will retain a copy of your driving licence during your engagement and delete this when your engagement terminates;

- We will retain photographs of you during your engagement and delete these when your engagement terminates.

8 Policy Review

This policy will be reviewed two years from issue, unless sooner review is required in line with changes to legislation, policy or practice.

9 Document Control

Document Control History

Version	Revision Date	Revision Description	Next Review Date
2.0	14/05/2019	Updated list of organisations where information is shared	14/05/2021
2.1	11/12/2019	Update for ePloy implementation	14/05/2021

Associated Documents

Ref	Title	Location Hyperlink	Document Type

APPENDIX 1 The Organisation: Processing Personal Data

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<p>Make a decision about your recruitment or appointment</p> <p>Determine the terms on which you work for us, and advise you of these</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> to select suitable employees, workers and contractors <p><u>*For special categories of information:</u> To comply with a legal obligation</p>	<ul style="list-style-type: none"> Personal contact details (including name, address, email, telephone number) Your application form, CV and interview notes References and details of previous employers Professional memberships and qualifications Copy of your driving licence Offer letter, your contract with us Working time opt-out agreements Work location Start date Criminal convictions and offences
<p>Check you are legally entitled to work in the UK</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p>	<ul style="list-style-type: none"> Personal contact details Documentation confirming your right to work in the UK
<p>Contact you</p> <p>Administer our contract with you</p> <p>Ensure compliance with the terms of your contract</p> <p>Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p> <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> To exercise or perform employment law rights or obligations 1) 	<ul style="list-style-type: none"> Personal contact details Work location Offer letter and your contract with us Start date Bank account details Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details Tax and national insurance details, including national insurance number

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<p>pension provider and determining pension eligibility)</p> <p>If applicable, deduct tax and national insurance</p>		<ul style="list-style-type: none"> • Absence records (excluding data disclosing sickness and health information) • Hours worked, overtime, shift records • Holiday records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* • Age and date of birth • Health data and sickness records, including disability information • Marriage or civil partnership status • Dependants
<p>Business management and planning, including accounting or auditing</p> <p>Manage performance and conduct</p> <p>Make decisions about salary and compensation</p> <p>Conduct disciplinary and grievance proceedings</p> <p>Assess qualifications and suitability for a job or task, including promotion decisions</p> <p>Manage flexible working applications</p>	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> • Business management • Workforce planning • Ensure a suitable workforce • Ensure compliance with our policies and procedures 2) <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> • To exercise or perform employment law rights or obligations 	<ul style="list-style-type: none"> • Personal contact details • Work location • Offer letter and your contract with us • Start date • Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details • Absence records • Hours worked, overtime, shift records, [swipe card records] • Holiday records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* • Details of job titles and duties, work history, performance and appraisal records • Age and date of birth



Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<p>Make decisions about continued employment or engagement</p> <p>Make arrangements for the termination of our working relationship</p>	<ul style="list-style-type: none"> To review equality of opportunity or treatment 	<ul style="list-style-type: none"> Information and correspondence regarding flexible working applications Professional memberships and qualifications Training records Information and correspondence relating to disciplinary and grievance investigations and proceedings Information confirming you have read and understood our policies and procedures Information about your use of our information and communication systems, and emails passing through our systems Redundancy information, including pooling data, selection matrixes, consultation notes, correspondence Marriage or civil partnership status* Gender Information on gender reassignment* Data revealing race, religious beliefs or sexual orientation* Trade union membership* Criminal convictions and offences (including alleged offences)*
<p>Manage sickness absence</p> <p>Assess your fitness to work</p> <p>Consider disability status and reasonable adjustments for disabled workers</p>	<p>To carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> Business management Workforce planning 	<ul style="list-style-type: none"> Personal contact details Work location Start date Offer letter and your contract with us Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details Absence records

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
	<ul style="list-style-type: none"> • Ensure a suitable workforce • Ensure compliance with our policies and procedures 3) <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> • To exercise or perform employment law rights or obligations • For the purposes of preventive or occupational medicine, or for the assessment of your working capacity • To review equality of opportunity or treatment 	<ul style="list-style-type: none"> • Health data and sickness records, including disability information* • Hours worked, overtime, shift records, [swipe card records] • Holiday records • Information and correspondence regarding pregnancy, birth and maternity leave* • Information and correspondence regarding breastfeeding* • Information and correspondence relating to disciplinary and grievance investigations and proceedings • Information confirming you have read and understood our policies and procedures • Details of job titles and duties, work history, performance and appraisal records
<p>Manage requests for time off work, including but not limited to time off for:</p> <ul style="list-style-type: none"> • Antenatal appointments; • Maternity, paternity, adoption, parental and / or shared parental leave • Time off for dependants • Trade union duties • Bereavement • Jury service • Emergency leave / Carer's leave 	<p>To carry out the contract To comply with a legal obligation For our legitimate interests:</p> <ul style="list-style-type: none"> • Business management • Workforce planning • Ensure compliance with our policies and procedures <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> • To exercise or perform employment law rights or obligations 	<ul style="list-style-type: none"> • Personal contact details • Start date • Offer letter and your contract with us • Work location • Absence records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants* • Dependants* • Trade union membership*
<p>Carry out education, training and development</p>	<p>To carry out the contract</p>	<ul style="list-style-type: none"> • Personal contact details

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
	To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> • Business management • Workforce planning • Ensure a suitable workforce • Ensure compliance with our policies and procedures 	<ul style="list-style-type: none"> • Work location • Start date • Absence records • Details of job titles and duties, work history, performance and appraisal records • Professional memberships and qualifications • Training records
Comply with gender pay gap reporting obligations	To comply with a legal obligation <u>*For special categories of information:</u> <ul style="list-style-type: none"> • To exercise or perform employment law rights or obligations 	<ul style="list-style-type: none"> • Gender • Payroll and wage records, compensation history, salary and benefits details, including pension and bonus details • Hours worked, overtime, shift records • Absence records • Information and correspondence regarding pregnancy, birth, maternity leave, paternity leave, adoption leave, parental leave, shared parental leave and time off for dependants*
Monitor your use of our IT and communications systems	For our legitimate interests: <ul style="list-style-type: none"> • Ensure compliance with our policies and procedures • Protect our business information • Ensure compliance with our confidentiality obligations to clients • Ensure network and information security, including checking for viruses, 	<ul style="list-style-type: none"> • Your name • Work location • Information about your use of our information and communication systems, and emails passing through our systems (more detail on this can be found in our ICT usage and Security policy) • Correspondence to and from you (electronic or otherwise) and telephone voicemail messages during times when you are absent from the workplace (more detail on this is in our ICT usage and security policy)

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
	preventing unauthorised access to our information and communication systems, preventing malicious software distribution, or to find or retrieve lost messages <ul style="list-style-type: none"> • Service the needs of customers and clients 	
Prevent and detect crime and ensure a secure work environment	For our legitimate interests <ul style="list-style-type: none"> • Verify the identity of individuals accessing our premises 4) 	<ul style="list-style-type: none"> • Your name • Work location • Photographs of you •
Carry out equal opportunities monitoring	For our legitimate interests: <ul style="list-style-type: none"> • To review equality of opportunity or treatment * <u>For special categories of information:</u> <ul style="list-style-type: none"> • To review equality of opportunity or treatment • To exercise or perform employment law rights or obligations 5) 	<ul style="list-style-type: none"> • Health data, including disability information* • Information regarding pregnancy and maternity* • Age and date of birth • Marriage or civil partnership status* • Gender • Information on gender reassignment* • Data revealing race, religious beliefs or sexual orientation*
Comply with health and safety obligations	To comply with a legal obligation * <u>For special categories of information:</u>	<ul style="list-style-type: none"> • Your name • Health data and sickness records, including disability information* • Accident records

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
	<ul style="list-style-type: none"> To exercise or perform employment law rights or obligations For the purposes of preventive or occupational medicine, or for the assessment of your working capacity 	<ul style="list-style-type: none"> Training records Hours worked, overtime, shift records, [swipe card records] Information regarding pregnancy and maternity* Information and correspondence regarding breastfeeding*
Maintain records of your working time, holidays, and working time opt-out agreements	To carry out the contract To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> Business management Workforce planning 	<ul style="list-style-type: none"> Your name Hours worked, overtime, shift records, [swipe card records] Working time opt-out agreements Holiday records
Inform your contacts in the event of sickness, accident or other emergency	For the legitimate interests of the emergency contacts you have notified to us: <ul style="list-style-type: none"> To be informed in the event of sickness, accident or other emergency 	<ul style="list-style-type: none"> Your name Work location Emergency contact details
Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency)	To protect your vital interests or those of another person <u>*For special categories of information:</u> <ul style="list-style-type: none"> To protect the vital interests of you or another person, if you are incapable of giving consent 6)	<ul style="list-style-type: none"> Personal contact details Work location Accident records Health data and sickness records, including disability information* Emergency contact details



Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
For business promotion	For our legitimate interests: <ul style="list-style-type: none"> • Business promotion and marketing of our services 	<ul style="list-style-type: none"> • Your name • Work location • [Professional memberships and qualifications] • Photographs of you
Collect information regarding your reasons for leaving our business	For our legitimate interests: <ul style="list-style-type: none"> • To understand employee and worker attrition rates 	<ul style="list-style-type: none"> • Your name • Work location • Offer letter, your contract with us • Start date • Details of job titles and duties, work history • Information from exit interviews
To provide a reference regarding you	To comply with a legal obligation	<ul style="list-style-type: none"> • Name • Details of your employment with the Organisation

Third Party	Reason for sharing	Type of information shared e.g. personal details, employment details, financial information
Legal, Statutory and regulatory		
SSSC	To comply with funding requirement for our VSDF allocation To comply with reporting requirements re: conduct issues	Name, start and finish date of qualification, details of their SSSC registration and their certificate Personal Details, Employment details, Health and Disciplinary Information
DWP (Job Centre)	Require to confirm information relating to employee for benefits	Personal Details, Employment Details
Disclosure Scotland	To comply with reporting requirements re: conduct issues	Personal Details, Employment Details, Health and Disciplinary Information
HMRC	Tax and National Insurance purposes	Personal details, National Insurance Number, Salary Information
BDO	Auditors	Payroll information for audit sampling
Martin Aitken & Co	Internal Auditors	Payroll information for audit sampling
Local Authorities (Outgoing TUPE)	All statutory due diligence information	Personal Details, Employment Details
MacRoberts	Legal advisers	Personal Details in the event of employment related matters
Local Authority and Sheriff 's Officers	Arrestment of earnings	Personal Details, Salary Information, National Insurance Number
Police Scotland	Legal requirement	Personal Details in the event of criminal activity
RIDDOR	Health & Safety incident reporting	Personal details, Medical Information in the event of an accident
Employment		
iTrent	HR system	Personal Details, Employment Details, Disciplinary Information, Sickness Absence/ health information, Salary Information,
SQA	SQA Assessment Centre	Personal Details
Integral (Occupational Health Provider)	Require information regarding employee health and wellbeing to assess fitness to work	Personal details, employment details, health information
Argyle Consulting (Pension and Insurance provider)	Require information on pension contributions	Name, National Insurance Number, pension scheme membership information
Prospective employers (employment references)	Require to confirm information relating to employee for new jobs	Personal details, employment details
Employment References	To provide references	Candidate's name, start date and end date
Employment Agencies	To update on agency staff	Interview outcomes, issues with working practice
Cornerstone	E-Learning	Name, Personal Reference Number

Financial		
Scottish Widows	Pension	Name, National Insurance Number, pension scheme membership information
BC&E (People's Pension)	Pension	Name, National Insurance Number, pension scheme membership information
Miracle	Payroll software provider	Name, Address, National Insurance Number, Payroll information
Delivery		
Riteq	Rota management system	Name, Employee Number, Sickness Absence
CM2000	Local authority rota management system	Name, Employee Number, Sickness Absence

1 Automated decision-making

The Organisation does not envisage taking any decisions about you based solely on automated processing (i.e. without human involvement), which have a legal or similarly significant effect on you.

2 Transferring your personal data outside the EU

The Organisation does not intend to transfer your personal information to any country outside of the EU, or to any international organisation.

