



Privacy Notice - Employee / Recruitment

Introduction

Community Resource is a charity that is committed to making life better for people and communities facing challenges in Shropshire, Telford and Wrekin.

Our vision is for a county full of strong, local communities where everyone gets the support they need.

Our mission is to enable people to enjoy a good quality of life and empower people to help their communities thrive.

Community Resource is committed to protecting your personal information and being transparent about how we collect and use it. This privacy notice explains how we collect and use personal data about employees and job applicants in accordance with UK data protection legislation.

How we collect your personal information and the types of information we collect

We collect personal information directly from you during recruitment, employment and related processes, including when you apply for a role, enter into an employment contract, and throughout your employment.

The personal information we collect may include:

- personal identification and contact details (name, address, date of birth, email, telephone number)
- employment details (job title, department, contract type, start date, salary, working hours)
- right to work information and identification documents
- payroll and tax information (National Insurance number, bank details)
- performance and development information
- absence and health information, including statutory sick pay records (special category data)
- equality and diversity information (where provided voluntarily – special category data)
- disciplinary or grievance information where applicable

Why we collect information about you

Community Resource collects and uses this information to:

- manage recruitment, employment and contractual obligations
- pay salary and administer pensions and benefits
- ensure compliance with employment law and safeguarding duties
- support health, safety and wellbeing
- manage performance, training and development
- maintain workforce records and planning
- meet legal, regulatory and reporting requirements

Lawful basis for processing your information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- contract: processing is necessary for your employment contract
- legal obligation: to comply with employment, tax and safeguarding law
- legitimate interests: to manage our workforce effectively
- consent: where required, particularly for certain special category data

You may withdraw your consent at any time where consent is the lawful basis for processing.

How we use special category data

Some information you provide may be considered special category data (for example, health or disability information). We will only use this information where it is necessary to support individuals in their roles, and we will apply additional safeguards to protect it.

Who we share your personal information with

- staff involved in HR, management and payroll
- HMRC, pension providers and regulators
- IT and HR system providers
- occupational health or safeguarding bodies where required by law
- professional advisers (e.g. auditors)

We will never sell your data and will only share it with people who have a business need to see it.

How we store your personal information

Your personal information is securely stored within the organisation's data management system and in other IT systems including the organisation's email system.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to people who have a business need to see it.

How long we will keep your personal information

We will retain employee personal information securely for up to 7 years after the end of an individual's employment with Community Resource. Unsuccessful recruitment personal information will be kept for 6 months from the end of the recruitment process. This is to meet audit, reporting and legal requirements. Retention periods can be provided on request.

Your data protection rights

Under data protection law, you have the right to:

- access the personal information we hold about you
- request correction of inaccurate or incomplete information
- request deletion of your personal data where there is no lawful reason for us to keep it
- request restriction of processing in certain circumstances
- object to processing where applicable

You are not required to pay a fee to exercise your rights. We will respond to requests within one calendar month.

For more information about your rights, visit the Information Commissioner's Office website: www.ico.org.uk

Contacting us about your information

If you have any questions about this privacy notice or wish to exercise your data protection rights, please contact:

Data Protection Officer
Community Resource
4 The Creative Quarter
Shrewsbury Business Park
SY2 6LG

Tel: 01743 36064

Email: marketing@community-resource.org.uk

We are registered as a data controller with the UK Information Commissioner's Office. Our data protection registration number is ICO: Z7835613