

Privacy Notice – Trustees, Employees and Volunteers

PRIVACY AND DATA POLICY

1. The USPCA makes a commitment to protecting your privacy and promises only to use information collected about you in accordance with our Privacy Policy set out below.
2. The USPCA is registered with the Information Commissioner in accordance with Data Protection legislation.
3. The USPCA recognises that information security is a key element of data protection and takes appropriate measures to secure personal data (both electronic and manual) and protect it from loss or unauthorised disclosure or damage.
4. The USPCA is the data controller of the personal data we process and therefore is responsible for ensuring our systems, processes, suppliers and staff comply with data protection laws in relation to the information we handle.

HOW WE USE INFORMATION/LEGAL BASES FOR PROCESSING

We collect and process personal data in relation to employees, job applicants, Trustees and volunteers. Such personal data will only be processed where one of the following conditions is met:

- the processing is necessary for the purposes of the legitimate interests of the USPCA (which are the prevention of cruelty to animals and the relief of suffering in animals and the effective running of the USPCA);
- the processing is necessary for compliance with any legal obligation to which the USPCA is subject;
- the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract or
- the processing is necessary to protect the vital interests of the data subject or another person;

Where the provision of personal data is a statutory or contractual requirement or a requirement relating to entering into a contract, if you fail to provide that data it might affect your application for employment/engagement or continued employment/engagement.

The table below provides a summary of how we collect and use personal data:

Staff, Trustees, Job Applicants & Volunteers

Types of data	Collection	Use	Disclosure
<p>Personal data such as name, address, contact details, date of birth, education and employment history; information relating to next of kin/ dependants; financial information including pension, bank details and identifiers (e.g. National Insurance numbers); records of your use of the USPCA IT and information services;</p> <p>Interests/activities of Trustees outside USPCA</p> <p>We may process information revealing sensitive information such as health details, racial origin, religious beliefs, trade union membership, and information about offences/ alleged offences.</p>	<p>Personal data will be collected from a number of sources including staff/trustees/volunteers application form/CV; tracking use of the USPCA’s IT and information services; notes and records kept throughout employment including absences, annual appraisals, performance management and details of any grievances/ disciplinary action.</p>	<p>Personal data will be used for: human resources administration; to assess your suitability for the role ; to comply with legal obligations and management purposes; to ensure the Society's information and offices are secure; to comply with USPCA policies /good governance including managing conflicts of interest.</p>	<p>Personal data: - which is shared with service providers (for example, Payroll service providers, accountants, HR Consultants) will be limited to that which is required for providing the service and will be adequately protected.</p> <p>-will be disclosed where required to comply with legal obligations.</p> <p>-will not be disclosed to third parties for marketing purposes and will not be stored outside the EEA.</p>

YOUR RIGHTS

- The Data Protection legislation gives you the right to access information held about you. Your right of access can be exercised in accordance with the legislation.

You also have the following rights which can be exercised in accordance with the legislation: the right to:

- be informed
- access your data
- rectify any information you believe is incorrect
- erase your data
- restrict processing of your data
- object to processing
- withdraw consent if that is the basis of processing
- complain to the Information Commissioners Office

Further information on these rights is available from the Information Commissioners website <https://ico.org.uk/>

DATA RETENTION

The USPCA will retain information on individuals in compliance with statutory requirements or in line with organisational needs where there are no such statutory requirements. Retention times are outlined below.

Category	Retention Timeframe
Trustees	7 Years after termination
Employees	7 Years after termination
Volunteers	7 Years after termination
Applicants for the above roles	12 months after closure of process (save for equality monitoring information 3 years)

CHANGES TO OUR PRIVACY POLICY

- Any changes we may make to our privacy policy in the future will be notified to you.

CONTACT US

- Should you have any queries relating to our privacy policy or your data you can contact the Administration Manager by:
 - email to tfearon@uspca.co.uk
 - post at USPCA, Unit 6 Carnbane Industrial Estate, Newry BT35 6QH;
 - by telephoning 028 3025 1000.