



Czajka Care Group Privacy Notice

Processing of Personal Information of Staff

Staff includes: employees, volunteers, contractors, board members

Your privacy is important to Czajka Care Group and is integral to our company mission to “strive to meet and exceed the needs and wishes of all individuals using our service”.

This privacy notice provides information about:

1. the personal information that Czajka Care Group collects
2. the processing of personal information & legal basis
3. information which Czajka shares
4. how Czajka secures your information
5. how long Czajka retains your personal information
6. your rights in relation to your personal information
7. how to make a complaint or further advice in relation to your personal information

By providing us with your personal information you will be agreeing to your information being used in the ways described in this notice.

1. Personal Information Collection

Czajka may request from you and process Personal Information and Special Categories of Personal Information.

Personal information is information that can be defined as that can be used to identify you or is about you.

- Name
- Home address
- Phone numbers
- Email
- Date of Birth
- National Insurance number
- Professional registration information e.g. PIN
- Proof of right to Work (e.g. copy of passport or birth certificate)
- Driving License
- Employment information
- Photos

- CCTV recordings
- Pension Information

Sensitive personal data ('special categories of personal data' under the General Data Protection Regulation) includes any information that reveals your racial or ethnic origin, religious, political or philosophical beliefs, genetic data, biometric data for the purposes of unique identification, trade union membership, or information about your health/sex life. Generally, we try not to collect or process any sensitive personal information about you, unless authorised by law or where necessary to comply with applicable laws. In some circumstances, we may need to collect some sensitive personal information for legitimate employment-related purposes: for example:

- data relating to your racial/ethnic origin, gender and disabilities for the purposes of:
 - equal opportunities monitoring;
 - to comply with anti-discrimination laws; and
 - for government reporting obligations;
- data relating to your physical or mental health to:
 - provide work-related accommodations,
 - health and insurance benefits to you and your dependents; or
 - to manage absences from work.
- Data relating to your previous criminal history for the purposes of regulatory requirement in order to assess your eligibility for work

2. Processing of Personal Information & Legal Basis

Czajka's legal basis to process your Personal Information in order to fulfil the Contract and as requirement for legal or statutory bodies. Some of the processing will be carried out by external organisations under contract with Czajka.

- Human Resource processes (through our internal department and external consultants to Czajka)
- Payroll services (through our internal payroll department and our external suppliers of payroll and accounting software Czajka)
- Pension Contributions (through an external pensions provider)
- NI & Tax contributions (external to Czajka)
- Training records (external to Czajka)
- Crime prevention
- legal or auditing services (external to Czajka)



3. Information Sharing

We take care to allow access to personal data only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the data is used in a manner consistent with this notice and that the security and confidentiality of the data is maintained.

In addition, we make certain personal data available to third parties who provide services to us. We do so on a "need to know basis" and in accordance with applicable data protection and data privacy laws.

For example, some personal data will be available to our employee benefit plans service providers and third-party companies who provide us with employment law advice, health and safety support, payroll support services, expenses, tax and travel management services. Czajka will disclose information to third parties when:

- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process
- In response to lawful requests by public authorities (including for national security or law enforcement purposes)
- As necessary to establish, exercise or defend against potential, threatened or actual litigation
- Where necessary to protect the vital interests of our employees or another person
- In connection with the sale, assignment or other transfer of all or part of our business; or
- With your freely given and explicit consent

4. Securing your information

In striving to meet and exceed the needs and wishes of all individuals utilising our services, Czajka takes our duty to protect your personal information and confidentiality seriously.

We are committed to taking all reasonable measures to ensure the confidentiality through securing all personal data for which we are responsible. Such measures include precautions to prevent the loss, misuse or alteration of your personal information.

Czajka utilises computer and cloud based systems in addition to physical security measures to ensure that access to your personal information is only allowed on a need to know basis.

5. Retention of personal information

Your Personal information will only be retained and processed as long as necessary in order to meet legitimate business interests.

For avoidance of doubt our retention periods are:

- Staff records/details of terms and conditions – 6 years after leaving
- 1:1's, Appraisal, records/objectives/performance reviews or targets agreed – 6 years after leaving
- Disciplinary, formal capability and absence records - 6 years after leaving
But is deemed inactive after period specified from date of disciplinary or formal capability hearing
- Pay and benefits information (Inland Revenue requirements) – 6 years after leaving
- Development/training needs and records of completed activities – 6 years after leaving
- Summary of staff record – until age of 70 if no longer employed
- CCTV recordings- 30 days

6. Your rights in relation to your personal information

- i) The right to be informed – covered within this privacy notice
- ii) The right of access – you have the right to make a Subject Access Request asking for information about, or copies of, the information we hold and the way it is used;
- iii) The right to rectification – as soon as you become aware that some information is incorrect let your line manager know or inform the Data Protection Officer;
- iv) The right to erasure – request the deletion or removal of personal information where there is no compelling reason for its continued processing;
- v) The right to restrict processing – you can request that we stop any processing if the information we are processing is incorrect
- vi) The right to data portability – you can request the personal information provided by yourself, be exported to a universal format;
- vii) The right to object – to processing relating to marketing and profiling;
- viii) The right not to be subject to automated decision – making including profiling

7. Complaints

The Data Protection Officer can be contacted via:

Email: Daniel.czajka@Czajka.co.uk

Phone: 01274 599564

Post: Private & Confidential, Daniel Czajka, HR Manager, Victoria House, 66-70 Bingley Road, Saltaire, Shipley, BD18 4DJ

Alternatively please visit

The Information Commissioner's Office (ICO), please visit www.ico.org.uk