

Flicka Foundation Horse and Donkey Sanctuary

Privacy Notice for Employees: how we collect and use your information

1. Introduction

This Privacy Notice applies to paid employees or employees of the Flicka Foundation.

This document gives you information about:

- The types of information that we collect about you
- How we collect and use it
- Who we might share it with
- The steps we'll take to make sure it stays private and secure
- Your rights to your information

We have produced this statement in the context of the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018 and applies to all organisations, including us.

2. Who we are

When we say “we”, we mean Flicka Foundation Horse and Donkey Sanctuary. We are the “data controller” for the information referred to in this statement. This means we are responsible for deciding how we can use your information within the context of the GDPR.

3. The information we collect

We collect information about you in the following ways:

- Directly from you (for example on your application form and when you first start working for us on a starter form)
- From another person on your behalf (for example, references from previous employers)

We will only collect your information in line with relevant regulations and law. We will only collect the information that we need in relation to the operation of the Flicka Foundation.

You are responsible for ensuring that the information that you give us is accurate and up to date.

4. How we will use your information

We will use your information to contact you relating to your work at Flicka and also to fulfil our obligations as employers (eg to pay you, pay tax and NI for you etc). We will use your information to fulfil the employment contract that we have with you (ie, we are using the lawful basis of “contract” under GDPR).

5. Who we will share your information with

We will share relevant information with HMRC in relation to income tax and national insurance. We may also share information with Nest Pension if you are a member. We may also need to share your payroll details with our external accountants as part of the year-end audit process. We will not share your personal data in other circumstances, without mutual agreement and your explicit consent.

6. How long we will keep your information

We will keep your information as long as you continue to have a relationship with us. After you leave employment at Flicka, we will normally keep your records for seven years although some parts of your information may be kept for longer or shorter periods than this. Please refer to the Appendix for full details.

You have a right to ask for your information to be erased or amended, although in some cases we may not be able to comply with your request if we are legally obliged to retain the information. Please see section 8 below.

7. Security

We ensure that your information is held securely, whether in digital or paper form. Access to any personal information which we hold is restricting to a small number of employees and trustees who have a legitimate business reason for accessing and processing the information. We use both physical and electronic means of security (locks, passwords etc) to ensure that the places where we collect, store, access and process the information are secure. We do not transfer or store any personal information outside the European Economic Area (which is where the GDPR applies).

8. Your rights

You have the following rights relating to your information:

- The right to see what information we hold about you
- The right to ask us to update incorrect or incomplete details
- The right to ask us to share your information with someone else
- The right to ask us to delete your information
- The right to restrict or object to our use of your information
- The right to make a complaint.

In each case, we will respond to your request within a month. To exercise any of these rights, please write to Flicka at Penty Noweth Farm, Trenoweth Lane, Mabe Burnthouse, Penryn, Cornwall, TR10 9JB, email to info@flickafoundation.org.uk or phone 01326 373601.

Appendix: Retention Periods: Employees/ volunteer related records

Type of record	Retention period
Personnel files of employed and volunteers including training records and notes of disciplinary and grievance hearings	7 years from the end of employment
Application forms/interview notes for employees and volunteers	6 months from the date of the job advertisement
Facts relating to redundancies where less than 20 redundancies	7 years from the date of redundancy
Facts relating to redundancies where 20 or more redundancies	7 years from the date of the redundancies
Payroll records, Income Tax and NI Returns, including correspondence with tax office	At least 3 years after the end of the tax year to which the records related
Statutory Maternity and adoption Pay records and calculations	3 years after the end of the tax year in which the maternity period ends
Statutory Sick Pay records and calculations/Sickness records	At least 3 months after the sickness ends.
Wages and salary records	3 years
Individual pension entitlement and contribution history	As long as there is a member or dependant liability
DBS checks for employees and volunteers	7 years after end of employment
Accident books, and records and reports of accidents	3 years after the date of the last entry
Health Records for employees and volunteers	During employment/ volunteer engagement
Health Records where reason for termination of employment is connected with health, including stress related illness	3 years
Examination, testing, monitoring and control records	Review 5 years after last action
Medical records kept by reason of the Control of Substances Hazardous to Health Regulations 1999	40 years
Health & Safety: Training, guidance and instructions Risk assessment reports and reviews / Building related risk assessments	Review 3 years from date superseded. The HSE recommends 40 years for personal records - http://www.hse.gov.uk/health-surveillance/record-keeping/index.htm
Contractual records	6 years

Grant agreements with Flicka	6 years
References received for employees and volunteers	1 year
Annual leave records	2 years
Annual appraisal/assessment records	5 years
Volunteer supervision notes	3 months after volunteer leaves
Records relating to promotion, transfer, training, disciplinary matters	1 year from end of employment/ volunteer engagement
References given and information to enable references to be provided	5 years from reference/ end of employment
Summary of record of service eg: name, position held, dates of employment	10 years from end of employment
Records relating to accident or injury at work	12 years