



Privacy Notice

Potential, current and past employees and volunteers

Wigan & Leigh Hospice promises to respect and keep safe any personal information you share with us. We will be clear about how we use your personal data and will not do anything you wouldn't reasonably expect from us.

For the purposes of the UK General Data Protection Regulation and Data Protection Act 2018, the data controller is Wigan & Leigh Hospice, Kildare Street, Hindley, Wigan, WN2 3HZ. Registered charity 513400

When you apply for a job or to volunteer at the hospice we will collect the following personal data from you – the exact information will vary depending on the role you are applying for:

- Contact details such as name, title, addresses, telephone numbers, and personal email addresses
- date of birth
- gender
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK (employees and practicing privileges only)

We will also collect the following “special categories” of more personal information:

- medical or health information including whether or not you have a disability - which may need to be taken into consideration for your role.
- trade union membership (employees only)
- information about criminal convictions and offences
- information used for equal opportunities monitoring about your sexual orientation, religion or belief and ethnic origin (optional)

If you are offered employment or a volunteering opportunity at Wigan & Leigh Hospice, we will also collect and retain the following information:

- Your photograph for your ID card
- Marital status
- Details of dependents and next of kin
- National insurance number
- Bank account details, payroll records and tax codes (employees only)
- Salary, pension and benefits information (employees only)
- Information about family leave, sickness absence etc. (employees only)
- Copy of driving licence, car insurance, MOT and vehicle logbook (if your vehicle)

- is required for work)
- Training records,
 - Professional memberships
 - Internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures and appraisal forms (employees only)
 - Information and relevant communications regarding disciplinary and grievance issues
 - information about your use of our information and communications systems

When working in the main hospice building, staff and volunteers may be filmed on CCTV. Further information on this can be found in the Use of CCTV on Hospice Premises statement.

Staff and volunteers are occasionally asked to have their photograph taken or provide information for publicity purposes. This would only be done with your express consent.

How we collect this information

This information will initially be collected when you apply for a role with us, either by submitting a CV, or application form, or via a recruitment company or third party. Further information will be collected and retained during your employment or for the duration of your volunteering.

How we keep your information safe

All personal information is stored in personnel files within our HR, IT or finance systems and is only accessed by those who have an operational need to do so.

Why we need this information.

The legal basis we have for processing your personal data are:

- **Contract** – we need this information in order to fulfil our contractual obligations with you.
- **Legitimate interest**, as we will only use this information in a way you would reasonably expect, to support you in your role as an employee or volunteer.

How we will use this information

The circumstances in which we may process your personal information are listed below:

- making a decision about your recruitment or appointment to an employed or voluntary role
- making decisions about terms and conditions, salary and other benefits
- Processing payroll, expenses and insurance contributions
- checking you are legally entitled to work in the UK
- assessing qualifications for a particular job, role or task
- complying with health and safety obligations

- preventing fraud
- to comply with insurance requirements.

There may be more than one reason to validate the reason for processing your personal information.

Who we share your information with

Your data will be shared with individuals within the charity where it is necessary for them to undertake their duties with regard to recruitment.

This includes:

- the HR department,
- the recruitment panel.

During your employment or time volunteering for the hospice, personal data will only be shared if there is a clear reason for doing so. For example, processing payroll. All information is stored in secure folders and can only be accessed by hospice employees who have a specific operational reason to do so.

It may be necessary for us to share your personal data with a third party or third party service provider if they are carrying out a service on our behalf. These include:

- IT providers
- Legal advisers
- Insurance providers
- Payroll providers
- Employee support providers
- Occupational health services
- HMRC
- Benefits providers

A full list of current hospice third party providers can be supplied by contacting hr@wlh.org.uk

Any third-party contractors must be able to demonstrate their own compliance to data protection legislation and are only able to process your data for a specific purpose, according to our instructions. We do not permit any third parties to process personal data for their own reasons.

We do not anticipate transferring data to other countries.

How long will you keep my information for?

If you apply for a role with the hospice and your application is unsuccessful, we will retain your details for six months from your date of application.

If you are employed by the hospice, your details will be retained for the duration of your employment and for three years after you leave employment.

If you volunteer with the hospice, your details will be retained for the duration of your volunteering and then for three years from the date you stop volunteering.

At the end of these time periods, all personal information we hold about you will be securely disposed of, except for (employees only)

- Name, position on leaving and employment dates – for the purposes of providing employment references
- Any employment reference stipulated in a settlement agreement

This information will be retained for 75 years.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Information Governance Lead info@wlh.org.uk or send a description of the information you want to see and proof of your identity by post to Wigan & Leigh Hospice, Kildare Street, Hindley, Wigan WN2 3HZ.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request

for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Keeping our records up to date

Where possible we use publicly available sources to keep your records up to date; for example, the Post Office's National Change of Address database and information provided to us by other organisations as described above.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

If you have any questions please send these to the Information Governance Lead info@wlh.org.uk and for further information see the Information Commissioner's guidance www.ico.org.uk.

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

**If you have any questions, comments or suggestions, please let us know by contacting us Wigan & Leigh Hospice, Kildare Street, Hindley, Wigan WN2 3HZ
info@wlh.org.uk**