

## Privacy notice - SASH staff and job applicants

This privacy notice was last updated in July 2021.

SASH is committed to keeping your information secure and processing it in accordance with our legal responsibilities under the UK GDPR and the Data Protection Act 2018.

This notice applies to job applicants and SASH employees.

### Who we are

Safe and Sound Homes (trading as SASH) is a registered charity (charity number 1054890) and a company limited by guarantee (company number 3179309).

SASH's registered address is 107-109 Walmgate, York YO1 9UA  
Telephone 01904 652043 or email [info@sash-uk.org.uk](mailto:info@sash-uk.org.uk)

SASH is registered with the Information Commissioner's Office under registration reference: Z956107X.

### When we process information and lawful basis for processing

When you apply to SASH as a job candidate, we process the information you provide in order to assess your suitability for the vacancy, to carry out an interview where offered, and to make an offer to the suitable candidate subject to further references / checks. Under the UK GDPR our lawful basis for processing your information is consent.

If you are employed by SASH we process information about you in order to fulfil our legal obligations as an employer. Our lawful basis for processing your information as an employee is contract and legal obligation.

### What information we ask for and why

SASH asks for the following information as part of the recruitment and selection process:

- Your name and contact details
- employment history including current employment and/or any voluntary activity
- education, qualifications, training and any professional bodies that you are a member of
- abilities, skills and knowledge and experience as relevant to the post
- any offending history you disclose
- contact details for two referees
- any reasonable adjustments you need in order to attend interview because of a disability or long term health condition

We also ask for information to monitor our diversity and equality as an organisation; this is voluntary and only kept in an anonymous, statistical format, separate from the information we keep about you and is not seen by anyone responsible for shortlisting or selecting candidates. This includes asking for gender and gender identity, disability, sexuality, ethnicity and religion.

Under UK GDPR some of the information we ask for and process is classed as 'special category data'. Specifically, this is information relating to:

- Criminal convictions. Our lawful basis for processing this is public interest' together with 'Safeguarding of children and individuals at risk' under the Data Protection Act 2018 (Schedule 1, Para 18).
- Disability as it relates to reasonable adjustment. Our legal basis for processing this is 'employment, social security and social protection' together with 'equality of opportunity or treatment'.
- Disability, sexuality, religion collected separately through our equality monitoring form. Our lawful basis for processing this is 'archiving, research and statistics' together with 'equality of opportunity or treatment'.

If you are employed by SASH, you will also need to provide the following at the start of your employment:

- Confirmation of contact details
- Date of birth
- National insurance number
- Bank details
- Information relating to PAYE in order to set you up with the correct tax code (such as tax paid in current tax year and student loan repayments)
- any reasonable adjustments you need in order to fulfil your role because of a disability or long term health condition
- Proof that you have the right to work in the UK (either a copy of your passport, or birth certificate and NiNo card or via the online verification process)
- Proofs relating to driving if your role requires this (a copy of your driving licence, insurance, MOT certificate and car registration number) in order to make annual driving checks
- Next of kin name and contact details (in case of emergency)

During your employment we will record the following:

- Supervision and appraisal notes
- Training record
- Performance record
- A record of holiday, sickness or other leave
- Disciplinary or grievance record or of any complaints made against you or by you
- Records of any other HR related matters as appropriate

In your role with SASH, records will be made that include identifiable information including your name, email address and job title. This includes communications with partners, volunteers, donors or young people, as well as a log of the work you carry out for SASH.

### **Where we store your information**

Your information is kept securely on Microsoft 365 which includes SharePoint (file storage and sharing) and Outlook (email) and on the SASH database (hosted by Salesforce and maintained by Real Systems). Access to HR files is restricted but includes your Line Manager, HR Manager and the Chief Executive as appropriate.

### **Sharing information and third-party processors**

Any offer of employment with SASH will be subject to two references and a DBS check. We will share information in order to carry these out.

- Your name is shared with your referees as provided, asking about your suitability as an employee.

- Your details are shared with GBG in order to carry out a DBS check.

As an employer SASH uses a number of third-party processors and shares information about employees in order to carry out their function as your employer. These include:

- GBG who are the umbrella organisation we use to process our DBS checks. The DBS is repeated yearly (for operational staff) and 3 yearly (for admin staff).
- Garbutt and Elliott payroll providers
- HMRC
- The Pension's Trust
- Epay (for payslip information) and Timetastic (to log annual leave)
- Sage (which includes details of payments made to you but not bank or payroll details)
- CAF Bank (which includes your name and bank details for payroll or expenses)

In addition you will be given a SASH email account, and SASH will set up a licence to use Microsoft 365 (email, Sharepoint etc), and Salesforce (where appropriate). These and any other online you are required to access on behalf of SASH will be linked to your SASH email and will not require sharing personal data.

In the case of allegations regarding safeguarding, your information may be shared with the Local Authority Designated Officer (LADO).

### **How long will SASH keep your personal data for?**

If your application to work for SASH is not successful, we will keep a record of your application for 12 months. After this time it will be deleted from our files.

If you are employed by SASH, all records relating to your employment will be kept for 6 years after the end of the tax year in which your employment ceases.

Any records relating to your professional role could be kept longer than six years. For example, a record of SASH placements will be kept indefinitely as a requirement by our insurers, and are likely to include assessments and case notes referencing or written by named professionals.

### **Concerns or queries about how we use your data**

You have the following rights in relation to your data:

**Right to access** – the right to request a copy of the information we hold about you. SASH does not charge individuals to provide this information.

**Right to correct** – the right to have your data rectified if it is inaccurate or incomplete. It may be more appropriate to record the correction alongside the historical information.

**Right to erase** – the right to request that we delete or remove your data from our systems.

**The right to restrict use of your data or object to processing** – the right to request that we limit the use of your data or stop processing your data.

Whilst these rights are not absolute, SASH will always act within the UK law as well as UK GDPR, the Data Protection Act 2018 and SASH policy. If we cannot comply with your request, we will tell you the reason why.

For general information about your rights see [www.ico.org.uk/your-data-matters](http://www.ico.org.uk/your-data-matters).

If you want to exercise your rights with respect to your data, or if you would like to know more about how SASH processes your data, please contact the Chief Executive in the first instance or ask for our Subject Access Request policy.

You have the right to make a complaint to the Information Commissioner's Office (ICO). See [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint) for how to do this.

<b>Written/Updated By</b>	Quality and Compliance Coordinator	<b>Approved By</b>	Chief Executive
<b>Date of Approval</b>	July 2021	<b>Review Period</b>	12 months
<b>Date of Last Review</b>		<b>Date of Next Review</b>	July 2022