st michael's hospice

Employees/Workers/Volunteers and Job Applicant Privacy Notice

This privacy notice applies to all employees, volunteer, individuals with whom we have a contract for services, individuals who apply for a job with us and student placements. This notice is to let you know what we do with the information you provide to us and why we need it.

Who are we?

St Michael's Hospice Hastings & Rother is a registered charity (no.288462) Registered in England and Wales on 5th March 1991, Company Number: 1776496. The Hospice has two subsidiary companies, St Michael's Hospice Lottery, Company Number 3351501 and St Michael's Hospice (Retail), Company Number 2404963 which are incorporated in the UK for the purposes of generating income for charitable purposes.

We provide high quality, responsive palliative care and bereavement support across Hastings and Rother and work collaboratively with others to improve end of life care for all.

What information do we collect from you?

To carry out our duties as an employer we collect information about you that enables us to meet regulatory and contractual obligations and ensure the effective management of the Hospice. This includes processing for pay and pension purposes, providing information for statistical and audit purposes and ensuring that all health and safety standards are met.

The personal information we collect may include one or more of the following:

1. Your Name
2. Home Address
3. Telephone Numbers
4. E-mail address
5. Bank Details
6. Emergency Contact details
7. Death in service benefit recipient details
8. Date of Birth
9. Gender
10. National Insurance Number
11. Nationality
12. DBS certificate details
13. Qualifications
14. Professional registration number
15. Pre-employment references
16. Photo
17. CCTV images – for the prevention and detection of crime

18. Health Conditions or disabilities relevant to the role (including occupational health reports)
19. Vaccination status relevant to the role
20. Health information relevant to the role in line with national guidance e.g. COVID test results
21. Information relating to risks that need to be considered in relation to your safety
22. Vehicle registration details/Driving Licence
23. Correspondence with us
24. Proof of ID/Right to work documentation
25. Any information you choose to share with us, including information about your sexual orientation, ethnicity and religion
26. Information you may send to us or enter onto our website or recruitment portal (such as CV's or Application forms)

If you use our website to access information about available vacancies or placements, please see our website Privacy Notice. It can be found at http://stmichaelshospice.com/privacy-notice

How do we use the information we collect about you?

We use your personal data for a number of purposes including the following:

- to process job enquiries and expressions of interest
- to complete our recruitment process for employees or volunteers
- to process the details of your contract of employment, pay and pension, and keep a record of employment related matters, including training
- To mitigate infection control risks (e.g. COVID 19 lateral flow testing) associated with accessing Hospice premises
- to deliver our services as a hospice for our own internal administrative purposes
- for statistical purposes appropriate to our services
- to comply with relevant laws and regulations.

Under the Data Protection Act 2018 we are permitted to process your information for one or more of the following reasons:

- you have provided consent
- it is necessary for us to be legally compliant
- to fulfil your contractual obligations
- there is a legitimate interest to do so (e.g. in our role as an employer)

The Hospice will carry out a Legitimate Interest Assessment (LIA) for cases where legitimate interest is being used as a basis for processing information.

st michael's hospice

Where we use automated decision making, for example as part of our recruitment processes, you can request a review by contacting recruitment@stmichaelshospice.com

We will never share or sell your information to third parties for marketing purposes or for any unjustifiable reason.

We will provide your information to authorised parties, as appropriate, for example. HMRC, Health and Safety Executive, pension providers, Childcare Voucher providers, Occupational Health providers, local authorities, only with the information they need to deliver the relevant service. In addition, if there is a legitimate business interest we will share appropriate information within the organisation or with others organisations where an information sharing agreement is in place.

How do we protect your information?

We don't keep your information for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Protection policy which adheres to the Data Protection Act 2018.

We have IT systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Hospice, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security. Externally hosted databases are subject to UK Data Protection regulations or adequacy decisions, for non-UK countries. The Volunteer database is hosted in Canada and is subject to the Personal Information Protection and Electronic Documents Act that has been deemed acceptable by the Information Commissioners Officer.

Where your information is not kept electronically we have security measures, policies and an audit process in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a "needs to know" basis.

How long do we keep your information?
The length of time that we will retain your information will vary depending on the nature of the record. Our Data Protection policy specifies the length of retention period for specific information and this is determined either by statutory guidance or best practice. A copy of our Data Protection policy can be requested by sending an email to DPO@stmichaelshospice.com

What are your rights over your information that you have provided to us?

Under the Data Protection Act 2018, you have the right to:

- Access your personal data by making a Subject Access Request
- Request rectification, erasure or to restrict your data
- Right to object to the processing of your data
- Data portability-right to request transfer of data

- Not be subject to automated decision-making where this can have a legal, or significant impact on you
- Make a complaint to the organisation that processes your information (St Michael's Hospice) or the Information Commissioners Office (ICO)

All requests will be considered and complied with in line with ICO guidance.

We want to make sure that your personal information is accurate and up to date.

Please let us know if your details change by contacting:

Human Resources- for employees/workers/students and job applicants
St Michael's Hospice
25 Upper Maze Hill
St Leonards on sea
East Sussex
TN38 0LB
e-mail: hradmin@stmichaelshopsice.com
Tel: 01424 457970

Voluntary Services- for volunteers only

St Michael's Hospice
25 Upper Maze Hill
St Leonards on sea
East Sussex
TN38 0LB
e-mail: volunteering@stmichaelshospice.com
Tel:01424 456610

If you need to make a complaint or require further information on how your data is processed, please contact:

Data Protection Officer
St Michael's Hospice
25 Upper Maze Hill
St Leonards on sea
East Sussex
TN38 0LB
e-mail: DPO@stmichaelshopsice.com
Tel: 01424 457984

You may also contact the Information Commissioners Office (ICO) if you are concerned, or unhappy with how the Hospice is processing your data. You can do this by reporting a concern on the ICO website https://ico.org.uk/concerns/

st michael's hospice

Changes to this privacy notice

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information. Please ensure you review the latest privacy notice that can be accessed on our website or on our HR Information system.

Version 5.0
May 2024