

Appendix 3 – Employee Privacy Notice

At Tarner we collect and process personal data relating to our employees in order to manage the employment relationship. We respect your privacy and are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations.

What information do we collect and process?

Tarner collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender.
- DBS application form and relevant identification and enhanced DBS number.
- The terms and conditions of your employment.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation. Your application form and/or CV. Employment references.
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- Details of your bank account and national insurance number
- Information about your marital status, next of kin, dependants and emergency contacts.
- Information about your nationality and entitlement to work in the UK.
- Information about your criminal record.
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- Details of your work schedule (days of work and working hours) and attendance at work. Timesheets.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave.
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

We collect this data in a variety of ways, for example directly from you on application forms, CVs, and starter forms, identity documents, correspondence, meetings, or other assessments. In some cases, we collect data about you from a third party such as previous employers or the DBS.

How do we protect your data?

Your personal information is held securely either in hard copy format or electronically on our IT systems (including Tarner's email system) and HR database system, Breathe HR. Tarner takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused, or destroyed.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

How do we use your personal information?

The personal information that we collect about you is used to meet our contractual obligations to you as described in your employment contract. For example, we need to process your bank details in order to pay you.

In some cases, we will need to process your data in order to comply with our legal obligations. For example, to comply with health & safety laws or to deduct tax. We may also need to carry out criminal records checks to ensure individuals are permitted to undertake particular roles.

In other cases, Tarner may have a legitimate interest in processing personal data before, during and after the employment relationship. For example, processing employment references, maintaining up-to date employment records, recording employee performance and development, recording different types of leave and absences, operating, and recording disciplinary and grievances processes to ensure acceptable conduct in the workplace, responding to legal claims, maintaining, and promoting equality and general HR and business administration.

Occasionally, we may seek your consent to process personal data for example to use your photograph for promotional purposes or to access some types of sensitive data such as medical reports.

Who do we share your information with?

Your information is accessible to a limited number of internal members of staff including the CEO, Senior Management Team, the HR Team, and Managers in your team. There are also external support organisations that either host and/or have access to your data as is necessary for the performance of their role. These are:

- External HR organisation.
- Breathe HR who host our HR database.
- SCIP who provide our IT support.
- Microsoft 365 who host our IT system.
- Carecheck who complete our DBS (Disclosure and Barring Service) criminal record check (although it is acknowledged that some staff will be employed having used an alternative organisation e.g., Harwin Associates, Safety Net, or First Advantage Europe Ltd).

The information we share about you is restricted to that which is necessary to be shared with a particular person or third party. For example, we only share relevant contact, banking, tax, and national insurance details with the external HR organisation

How long do we keep your personal data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

After you have left Tarner, we will retain some of your personal data for a specific period of time in order to comply with our legal obligations (For example, legally personal files must be retained for 7 years after leaving our employment), defend legal claims or for legitimate purposes such as to



provide your future employer with an employment reference. Information that is no longer required will be securely destroyed.

Your rights

You have the right to ask to see the data that we have about you, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can:

- ask for data to be deleted or stop it from being processed if it is no longer necessary to process it.
- object to the processing of your data where we rely on our legitimate interest as grounds for processing it; and
- ask us to stop processing data for a period of time if it is inaccurate or if there is a dispute about whether your interests override our legitimate grounds for processing it.

If you would like to exercise any of these rights, please contact our HR Team by emailing HR@tarner.org.uk

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

What if you do not provide personal data?

You have obligations under your employment contract to provide Tarner with data. In particular, you must report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also need to provide data in order to exercise your statutory rights, for example paternity or maternity leave. Failure to provide data to us may mean you are not able to exercise your statutory rights.

Please sign and date below to confirm that you have read and understood this Privacy Notice.

Employee Signature:

Employee Full Name:

Date: