General Data Protection Regulation (GDPR) Information and how I handle your data

The law has changed around data protection with the introduction of the General Data Protection Regulation (GDPR).

This information sheet explains what data I collect about you and how I use and store it.

As your employer, you are required to provide certain personal data to allow me to carry out my obligations to you. I take the privacy of your personal data very seriously and this document explains how your data will be used and stored.

**Data I collect and hold about you**

* Your personal details including name, address, date of birth, telephone number and email address.
* Your bank account details, national insurance number, tax status, relevant benefits information and any other financial information required as your employer
* Details of your hours worked which I will hold as long as I am required to by law
* Details about your health and sickness records as required
* Your right to work in the United Kingdom information
* Information provided on your job application to me such as previous work history, education and training and any criminal convictions.
* Information on your driving licence and vehicle if it is used for work purposes
* Emergency contact details
* Annual leave records
* Disciplinary and grievance history

**Security of data I hold**

I may store your data electronically and it is only accessible to me and is password protected. When I am working on records that include your personal data, I will ensure my screen is locked if I leave my device unattended.

Any paper copies of data will be filed in a secure and organised way and will only be accessible to those who need to use it.

**Sharing data I hold**

I will only share your data if it is necessary in order for me to meet my own duties as a direct payment recipient and employer or if it is required by law. I will never share your data with a third party for marketing purposes. I may share your data with:

* The person you provide support to (if not the same person as the employer)
* The local authority/NHS Clinical Commissioning Group/other body which is funding my direct payment
* Penderels Trust as my direct payment support service provider
* Penderels Trust as my payroll service provider
* My insurance provider and legal advisers
* The local authority safeguarding team
* The police (in relation to a criminal investigation)
* HM Revenue & Customs (in relation to a tax investigation)

**Keeping data**

After your employment ends, I will only keep your data for as long as the law requires. I will ensure I destroy your data securely.

**Accessing your data**

Under GDPR, you have a right to ask to see the data I hold on you. There is no charge for this and I will try and give you this information within a reasonable timeframe.

If you think the data I hold on you is incorrect, you have the right to ask me to change it. You can also ask me to destroy any data that is out of date or no longer required.

You can ask me to share your data with a third party if required.

Please put any requests for data access, change or deletion in writing and give me a reasonable timeframe in which to respond to your request.

**You can also download this factsheet and other GDPR information from our website** [**www.penderelstrust.org.uk/dataprotection**](http://www.penderelstrust.org.uk/dataprotection)