

Privacy Notice: Employees and Workers of Turning Point Scotland



THE EU GENERAL DATA PROTECTION REGULATIONS (GDPR)
AND THE DATA PROTECTION BILL (DPB)



With the introduction of the General Data Protection Regulations (GDPR) on 25 May 2018 organisations are required to better manage data on individuals and individuals have new rights to access information held about them.

1. Who is responsible for managing your information?

Turning Point Scotland (TPS) is the Data Controller and we are committed to protecting your rights in line with the General Data Protection Regulations (GDPR). We are also the Data Processor and have responsibility for ensuring your data is processed legally. We have a Data Protection Officer who is responsible for ensuring that we comply with our obligations to manage your information correctly.

2. What information do we collect about you?

We collect personal data about you. Personal data is data which can identify you and can include: name; job title; qualifications; date of birth; passport data; bank account; home address; telephone number; private email address; emergency contact; staff number etc.

We also collect special categories of personal data about you. Special category data is considered more sensitive and can relate to: racial or ethnic origin; religious or philosophical beliefs; trade union membership; health records and information; sexual orientation etc.

We also have a lawful reason to collect criminal conviction data about you. Criminal conviction data includes information on criminal convictions and allegations, e.g. PVG data with relevant risk assessments. TPS Protection of Vulnerable Groups and Disclosures Policy can be found on the Turning Point Scotland intranet.

3. How do we collect your information?

We collect information about you during the course of your time working with us. The majority of your information is provided by you in your application. Additional information is collected, generated or submitted at certain events, e.g. referrals to Occupational Health, Disclosure Scotland checks. We also collect data by CCTV recording which is necessary for health, safety and security purposes.

4. How do we hold your information?

We use both electronic and manual storage systems to hold your information securely.

5. How will we use your information?

The information provided by you, or collected and generated during your application process, will be held and processed for all purposes relating to your work, including but not limited to:

- ensuring that recruitment is safe for the people we support

- paying and reviewing salary and other remuneration and benefits including paying your expenses and recouping overpayment of monies due
- equipping and resourcing you appropriately e.g. ID badge, work email, mobile, learning account etc.
- providing and administering benefits, e.g. pension, death in service
- administering personnel and training records
- undertaking supervision, performance appraisals and reviews
- maintaining sickness or other absence records and taking decisions as to your fitness to work, risk plans/assessments and suitability in specific work locations and roles
- communicating with you about core work matters, scheduling, keeping in touch if you are absent from work and reminders for training, registration, PVG and similar
- if necessary, addressing disciplinary, absence, capability and grievance issues including writing reports, writing to you and making plans and outcome decisions pertaining to you or if you are not the subject of the investigation using minimal and relevant information about you in these other reports
- if necessary, to respond to emergency situations or significant incidents
- checking with and reporting to Disclosure Scotland in respect of Protection of Vulnerable Groups and Disclosures
- providing references to future employers and completing registration processes for you
- transferring information concerning you within Turning Point Scotland
- reporting to and inspection by the Care Inspectorate, the Scottish Social Services Council, and other relevant governmental departments or agencies as required by law; for audit purposes including by financial auditors, commissioners of services (including local authorities), DWP, internal quality audits and similar; and voluntary internal surveys about work topics
- if necessary, reporting to governmental and quasi-governmental bodies for social security and other purposes such as safeguarding
- complying with the Inland Revenue and the Contributions Agency and in relation to any Earning Arrestment Orders

- recording in and analysing our accident and incident database and informing the HSE if required
- statistical analysis against organisational objectives and to monitor organisational diversity
- for arranging and auditing for insurance, and following up insurance claims

We process the minimal amount of data required to meet the legitimate purpose and do this securely.

6. What is the legal basis for processing your information?

We can legally process your information in the following circumstances:

To comply with our obligations under your contract of employment/engagement e.g. we require your bank details to pay your salary.

To comply with our legal obligation, e.g. to deduct income tax and national insurance contributions from your pay.

To protect the vital interest of you or another person, e.g. to protect someone's life.

For a legitimate interest, e.g. what would be reasonable in the course of your normal day to day work.

7. Who do we share your information with?

We have a responsibility to ensure we share your information safely and only when necessary in relation to your work and professional role. We may share your information with a range of recipients including our Occupational Health provider; DWP; governmental departments and agencies; legal parties; our pension agencies and our Employee Assistance Provider. If we want or need to share your information with other parties, which would not be covered by the information in this leaflet we will seek your consent. This includes photographs for communications, website and newsletters.

8. How long will we hold your information?

We will only hold your information for as long as we are required to do so. Retention schedules for holding information can be found on the Turning Point Scotland intranet.

9. What are your individual rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, or to restrict your personal information. There are some very specific circumstances in which TPS does not require to or can't comply with rights requests. We will acknowledge and respond to requests within one calendar month of receipt to the Data Protection Officer.

10. How do you make a complaint?

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact our Data Protection Officer in writing or by email:

Data Protection Officer
Turning Point Scotland
54 Govan Road
Glasgow
G51 1JL

Email: DPO@turningpointscotland.com




If you remain dissatisfied you can write to the Information Commissioner, who is responsible for enforcing this legislation, at:

The Information Commissioner's Office - Scotland
45 Melville Street
Edinburgh
EH3 7HL

Telephone: 03031231115

Email: Scotland@ico.org.uk

Turning Point Scotland
54 Govan Road
Glasgow, G51 1JL
Tel: 0141 427 8200
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