

Ongo Privacy Notice (Employees)

What is the purpose of this privacy notice:

Ongo Partnership Ltd. and all its subsidiaries is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. It makes you aware of how and why your personal information will be used, namely for the purposes of your employment with us, and how long we will usually keep your personal information for. It provides you with certain information that must be provided under the General Data Protection Regulation ('the GDPR') and the Data Protection Act 2018 ('DPA').

This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting, storing or using personal information about you, so that you are aware of how and why we are using such information.

The types of personal information we collect and store:

In connection with your work for us, we will collect, store, and use the following types of personal information about you:

- Personal contact details such as your name, title, addresses, telephone numbers, and personal email addresses
- Your date of birth
- Your gender
- Marital status and dependants
- Next of kin and emergency contact information
- Your National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Start date
- Bank details
- Location of employment or workplace
- Copy of driving licence
- Vehicle tracking information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)

- Performance information
- Disciplinary and grievance information
- CCTV footage
- Information about your use of our information and communications systems
- Photographs

We will also collect, store and use the following types "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, trade union membership and political opinions
- Information about your health, including any medical condition, health, and sickness record
- Information about criminal convictions and offences

How we collect employee information:

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers or other background check agencies such as the Disclosure and Barring Service.

We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

How we use employee information:

We use this personal information to carry out our duties as an employer. This includes:

- Communicating with you
- Paying you and, if you are an employee, deducting tax and National Insurance contributions
- Liaising with your pension provider
- Processing job applications
- Legal, personnel, administration and management purposes
- Performance monitoring
- Quality, monitoring and training purposes
- Monitoring of sick leave and fitness to work
- Monitoring compliance with equal opportunities legislation
- Complying with legal requirements and obligations to third parties

- Monitoring your use of our information and communication systems to ensure compliance with our IT policies
- To ensure network and information information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution

The legal basis' we rely on for processing personal information in this way are as follows:

- Consent has been obtained
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for our legitimate interests

Failure to provide the personal information requested may result in us being unable to fulfil our obligations to you. For example, if you failed to provide your bank details we would be unable to pay you.

Information relating to criminal convictions:

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our obligations and provided we do so in line with our data protection policy and our DBS procedure.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We envisage that we may need to process information about criminal convictions in some circumstances.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us.

Workplace monitoring:

We undertake systematic and occasional workplace monitoring of employees, workers and contractors in order to maintain security, ensure no unlawful acts are carried out and to monitor workplace performance and conduct.

The types of workplace monitoring we undertake include:

- E-mail content and traffic
- Internet use

- Telephone use
- CCTV

Any personal information obtained as a result of workplace monitoring will be handled in accordance with the GDPR and the DPA, this Privacy Notice and our Data Protection Policy. For further details about acceptable use of workplace equipment please see our ICT Acceptable Use Policy.

Automated decision making:

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

How we share employee information:

We will not normally share your information with anyone else without your consent. However, there certain circumstances where we will be required to share your information with other organisations and will comply with the GDPR and DPA when disclosing this information. Where it is required or necessary in accordance with the GDPR and the DPA, we may share information with:

- Other members of the Ongo Group
- Family, associates and representatives of the person whose personal data we are processing
- Educators and examining bodies
- Suppliers and service providers
- Financial organisations
- Central government
- Auditors
- Survey and research organisations
- Other housing associations, trusts or local authorities
- Trade unions and associations
- Occupational health
- Counsellors
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Homes England
- Police forces
- Courts and tribunals
- Professional bodies
- Insurers

- Employment and recruitment agencies

How long we keep personal information:

Once a person has taken up employment with us, we will compile a file relating to their employment. The information contained in this file will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with us has ended, we will retain the file in accordance with the requirements of our Data Retention Policy and then delete it.

A copy of our Data Retention policy which details the retention periods for employee information is available upon request.

Your right to access personal information:

You can find out if we hold any personal information about you by making a 'subject access request' under the GDPR. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it has been disclosed to
- Let you have a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

You can request access to the information we hold about you at any time by contacting us (please see contact details section below). Please mark your request for the attention of our Data Protection Officer.

Your rights:

If you believe that any of the personal information we hold about you is incorrect, you have the right to ask us to rectify that information at any time.

You may also have the right, in certain circumstances, to request that we delete your personal information, to block any further processing of your personal information or to object to the processing of your personal information. There are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

If we are processing your personal information based upon your consent (e.g. as part of our marketing or promotional activities or to make a voluntary referral to an external agency), you have the right to withdraw your consent at any time.

If you require any further information about your right to rectification, erasure, restriction of or object to processing or you wish to withdraw your consent please contact us (please see contact details section below).

Complaints:

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us (see contact details section below).

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us:

You can e-mail us at enquiries@ongo.co.uk or write to us at the following address:

Ongo House, High Street, Scunthorpe, DN15 6AT

Tel: 01724 279900.

We have appointed a Data Protection Officer to oversee our compliance with this privacy notice. Our Data Protection Officer is Liz Birkhead. If you have any questions about this privacy notice or how we handle your personal information, please contact Liz using the details above.