

## Employee and Candidate Privacy Notice

September 2024



A CORNWALL  
COUNCIL COMPANY



## Cornwall Housing Limited Employee and Candidate Privacy Notice

Cornwall Housing respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### Controller

We have a joint controller relationship with Corserv Solutions Limited. We process your personal information with that joint controller for the following reason: Provide HR and payroll support.

We also have a joint controller relationship with Cornwall Council. We process your personal information with that joint controller for the following reason: Cornwall Housing Limited are a Cornwall Council Company.

### Contact details

Our full details are:

Full name of legal entity: Cornwall Housing Limited

Name of DPO: Executive Director of Resources

Email: [peopleandhands@cornwallhousing.org.uk](mailto:peopleandhands@cornwallhousing.org.uk)

Postal address: Cornwall Housing Ltd, Chy Trevail, Beacon Technology Park, Bodmin, Cornwall, PL31 2FR

### The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

### What information we collect and use, and why

#### Staff recruitment, administration and management:

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number

- Gender
- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Next of kin or emergency contact details
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Political, conflict of interest or gift declarations
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs

We also collect the following special category data for **staff recruitment, administration and management**:

- Details of any criminal convictions (eg DBS checks)
- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Health information
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent
- Contract
- Legal obligation

## Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status
- Trade Union membership

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Consent

- Contract
- Legal obligation

## Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- Occupational health referrals and reports
- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments
- Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent
- Contract
- Legal obligation

## Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly
- Employment agency
- Referees (external or internal)
- Occupational Health and other health providers
- Pension administrators or government departments (eg HMRC and DWP)
- Staff benefit providers

We may also collect, use and share **aggregated data** such as statistical or demographic data for any purpose. Aggregated data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your usage data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect aggregated data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

## How long we keep information

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Who we share information with

In some circumstances, we may share information with the following organisations:

- Training suppliers
- HMRC
- Employee benefit schemes
- External auditors

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

You do not usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## Access to your information

Should you like to see what information is held about you by Cornwall Housing Limited, you can make a Subject Access Request (SAR) as per your rights set out in the General Data

Protection Regulations. You can make this either in writing or email to:

Address: Corporate & Information Governance Team, North Wing, New Country Hall, Treyew Rd, Truro, TR1 3A1

Email: [dataprotection@cornwall.gov.uk](mailto:dataprotection@cornwall.gov.uk)

## How to complain

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Information Governance Officer at [dataprotection@cornwallhousing.org.uk](mailto:dataprotection@cornwallhousing.org.uk). If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://www.ico.org.uk/make-a-complaint>

For further information about how your data is processed by Cornwall Housing Limited please contact:

The Information Governance Officer

Cornwall Housing Ltd

e-mail: [dataprotection@cornwallhousing.org.uk](mailto:dataprotection@cornwallhousing.org.uk)