

A Way Out

Privacy Notice for Employees & Applicants for Employment

A Way Out is committed to protecting your privacy. This statement explains when, how and why we collect information about you, how we use it, the circumstances in which we may disclose it to others and the way we work to keep your information safe and secure. We will never sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

What information does A Way Out collect?

We process personal data relating to those who apply to work with us and who we employ to work as part of A Way Out services.

The personal data includes identifiers such as name, date of birth, personal characteristics such as gender and ethnic group, qualifications and absence information (holiday and sickness), relevant medical information and car details.

How does A Way Out collect this information?

We collect information directly from you when you apply for a job with us and at the outset of your employment through:

- AWO Job Application Form
- AWO Staff New Starter Form
- AWO Staff Next of Kin Form
- HMRC for 04/16 (Starter Checklist)

How long does A Way Out keep data?

Please refer to A Way Out's retention policy. We may occasionally keep personal data for longer than the minimum period if we have a lawful basis to do so.

Why does A Way Out process personal data?

A Way Out has a contractual interest to enable recruitment and process personal data for employment purposes, including appraisal, assessment, training and payment of salary;

Where we require a DBS check we do so on the basis that

- the processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection, **and** the data subject has given consent to the processing.

We have a legal obligation to provide robust safeguarding and duty of care;

It is in the legitimate interest of both A Way Out and our employees to use your personal data to:

- improve the management of workforce data across the organisation

- enable development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- enable monitoring of selected protected characteristics

We will ask for your consent to store next of kin/emergency contact details such as name, relationship and contact number/s and to give you a reference if you should leave our employment.

Where A Way Out collects special category personal data relating to your health for example, we use the lawful bases that the processing is necessary:

- for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law;
- for the purpose of preventative or occupational medicine, and for the assessment of the working capacity of the employee or;
- for the establishment, exercise or defence of legal claims or wherever courts are acting in their judicial capacity.

We may ask for your consent to process other special category personal data such as your ethnic origin, sexual orientation or religion.

Who has access to data?

Your information, may be shared internally with staff in order to:

- process salary payments
- provide relevant occupational health provision

A Way Out does not share your personal information with any third parties, other than those listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

PROVIDER	SERVICE
SJ Accountants	Payroll provision
NEST / Royal London	Pension provision
123-Reg/Webfusion	Website provision & maintenance <small>Please also see our Cookies Policy</small>
123-Reg/Webfusion	Email provision
Global 4 / EE	Phone provision
Cleveland Data Shred	Confidential waste disposal
Microsoft, (including Teams)*	Computer software, online meetings & cloud storage
Zoom*	Online meetings
Facebook*	Social networking
Instagram*	Social networking
Twitter*	Social networking

* Please be aware that these organisations are data controllers in their own right, and by using any of them your personal information is covered by a different privacy notice. We advise that you read any relevant privacy notices..

We will not share information about you with other third parties without your consent unless the law allows or requires us to.

Your rights...

As a data subject, you have a number of rights. You can:

- obtain a copy of your data on request;
- require A Way Out to change incorrect or incomplete data;
- require A Way Out to delete or stop processing your data, for example where the data is no longer necessary for the purpose/s that we collected it;
- object to the processing of your data where A Way Out is relying on legitimate interests as the lawful basis for processing;
- stop us using your personal data for direct marketing;
- if you have given us your consent to use personal information you can withdraw your consent at any time; and
- ask us to provide a third party with personal information that you have given us in a structured, commonly used, electronic form.

If you would like to exercise any of these rights contact the General Manager at the address given below.

If you believe that A Way Out has not complied with your data protection rights, you can complain to the Information Commissioner at:

Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Tel. 0303 123 1113 email: dpo@ico.org.uk or visit: www.ico.org.uk.

However we would like the opportunity to deal with any complaints ourselves so please contact A Way Out in the first instance.

You can read more about your rights on the ICO website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

This policy was last updated in February 2022 and will be subject to regular review.

Any questions you have in relation to this policy or how we use your personal data should be emailed to info@awayout.co.uk or sent to: The General Manager, A Way Out, 1-2 Castlegate Quay, The Riverside, Stockton on Tees, TS18 1BZA Way Out's

You can find further information on data protection and privacy at www.ico.org.uk

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
3	Updated	22.02.22	Catherine Hunt
2	Updated	22/09/2020	Catherine Hunt
1	Initial Release	05/2018	AB