

Privacy Notice – Employees, Job Applicants and Volunteers

This privacy notice is intended to let you know how and why we use the data you provide to us. You don't need to do anything – but please read this document carefully. We may update this notice from time to time, so please check it regularly.

Who we are

Oakhaven Hospice Trust is a registered charity number 900215. Companies House No: 02435177 Registered office: Lower Pennington Lane, Lymington, Hampshire, SO41 8ZZ. The Hospice has two wholly owned subsidiaries, Oakhaven Trust Trading Limited (Reg. No 02366879) and Oakhaven Lottery Company (Reg. No. 03339521, which are incorporated in the UK for the purposes of generating income for the Hospice's charitable purposes.

We are committed to protecting your privacy and will only use personal data that we collect in line with all applicable laws, including the General Data Protection Regulation (GDPR).

What data do we collect about you?

We collect personal data about you for employment purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties as an employer. This includes processing your pay and pension, providing information for statistical purposes, and ensuring that all health and safety standards are successfully complied with.

The personal data we collect may include one or more of the following:

- Your name
- Home address
- Telephone number(s)
- E-mail address
- Bank details
- Emergency contact details
- Equal Opportunities monitoring data
- Date of birth
- Gender
- National Insurance number
- Nationality
- DBS certificate number and date
- Copy of identity documents such as passport, driving licence or birth certificate
- Copies of qualifications and professional registration numbers (e.g. NMC, GMC)
- Pre – employment references
- Photo
- Health conditions
- Vehicle registration details
- Records of your correspondence with us
- Proof of ID / Proof of right to work in the UK
- CCTV footage
- Any information you choose to share with us (such as information for statistical purposes)

- Information you may send to us or enter onto our website (such as speculative CV's or Application Forms)

When you use our website, we use tools like Google Analytics to collect information such as your IP address, the browser you use (eg Internet Explorer, Firefox etc), domain names, the time of day you accessed the website and referring Website addresses. This information helps improve our online services, ensures security and helps protect against fraud. It also assists with diagnosing online problems with our website.

We also use cookies to give us a greater understanding of how people use our website.

How we use the data we collect about you?

Employees & Job Applicants

- We use your personal data for a number of purposes including the following:
- to process job enquiries and expressions of interest
- to complete our recruitment process
- to process the details of your contract of employment, pay and pension, and keep a record of employment related matters.
- to deliver our services as an employer
- for our own internal administrative purposes
- for statistical purposes appropriate to our services
- to comply with relevant laws and regulations.

By law we're allowed to process your data for one or more of these reasons:

- you have provided consent
- it is necessary for us to be legally compliant
- there is a legitimate interest to do so (e.g. in our role as an employer)

We will never share, sell, swap or rent your data to third parties for marketing purposes.

We only provide authorised parties (for example, the HMRC, Health & Safety Executive, pension schemes, our childcare vouchers provider, etc.) with the data they need to deliver relevant services.

We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

Volunteering

We use your personal data for a number of purposes including the following:

- to process volunteer enquiries and expressions of interest
- to complete the volunteer recruitment process
- to support your ongoing volunteering relationship with us
- to share your information with your line manager and team (if appropriate) so that they can effectively support you
- to send you information linked to your volunteering at the Hospice, for example our regular email updates for volunteers and information about new volunteer roles and volunteering events.

- for our own internal administrative purposes and to keep a record of your relationship with us
- to manage your communication preferences i.e. how you have chosen to be contacted
- to contact the person you have specified as your emergency contact if necessary
- to carry out research and surveys about our services
- to analyse internal volunteering trends and processes
- to comply with applicable laws and regulations.

When applying to volunteer we will also ask you if you wish to receive information as an Oakhaven Hospice supporter, and if so your preferred communication options. You can read our Supporter Privacy Notice.

By law we're allowed to process your data for one or more of these reasons:

- you have given consent
- it is necessary for us to be legally compliant
- there is a legitimate interest to do so (for example, to communicate with you about your role as a volunteer)

Rest assured, we never share, swap, rent or sell your data to third parties for marketing purposes.

Sometimes we need to share information with authorised people or organisations, for example some of our volunteering programmes work in partnership with other organisations. You would be informed of this relationship in advance and we only provide authorised parties with the data they need to deliver relevant services and ensure they have the same or equivalent securities and confidentiality processes.

We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

How we protect and keep your data?

We don't keep your data for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Retention policy which adheres to the requirements of the GDPR.

We have security procedures, rules and technical measures to protect your data. Your data will be kept in a secure environment with access restricted to a "need to know" basis.

How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change.

To let us know of any changes please contact the HR or Volunteer team on:

hradmin@oakhavenhospice.co.uk

volservices.admin@oakhavenhospice.co.uk

Any concerns or questions regarding the use of your personal data can be directed to;

Data Protection Officer
Oakhaven Hospice Trust
Lower Pennington Lane
Lymington
Hampshire
SO41 8ZZ

E-mail: dataprotection@oakhavenhospice.co.uk

Tel: 01590 613030

What rights do I have over my personal data?

Under the General Data Protection Regulation, you have the right to:

- Access your personal data by making a Subject Access Request
- Rectify, erase or restrict your data where this is justified
- Object to the processing of your data where this is justified
- Data portability – request transfer of data where this is justified.
- To lodge a complaint with Oakhaven Hospice Trust or the primary regulator, the Information Commissioners Office (details available on request).

For more information, please contact the Oakhaven Hospice Trust Data Protection Officer using the contact details above.

Changes to this privacy notice

Rules and regulations around data can change – which means that our privacy notice will change too. Therefore, it's worth visiting this page from time to time to check for updates. At the start of this privacy notice we tell you when it was last updated.