

Privacy & Data Protection Notice for Employees

PBS4 are committed to protecting your privacy. We have been updating our data protection accordance with the [EU General Data Protection Regulation \(GDPR\) 2018](#). If you have any questions regarding our management of your personal data, or wish to lodge a complaint about how we use your personal data, please contact:

Data Protection Officer -
PBS4

11, Freemantle Business Centre, Millbrook Road East
Southampton SO15 1JR
Email: feedback@pbs.org.uk

How do we collect information?

- **When you apply to work for us:** We receive essential personal information about you when you apply to join PBS4 and when we put you on to our systems. This will include demographic information such as address and date of birth. It may include monitoring information, such as gender, nationality, and health concerns. We also collect information from third parties, like references and any criminal records from the Disclosure and Barring Service.
- **During your employment:** Performance management data will be collected about you, such as what training you have completed and records of your supervision.
- **Information you generate about the support you provide:** You will be responsible for creating information relating to the people we support, such as completing daily records. These records are your legal statements about the support you have provided.

How do we use this information?

We will use your personal information to ensure you are safely employed. We need to ensure we hold accurate information about you so as to ensure you are legally employed and your rights are protected. We need to know health information so as we

can keep you safe and make any reasonable adjustments. We also need to ensure the people you support will be safe when you are responsible for supporting them.

Information is kept securely on web based systems that are only accessible to people who we grant access to. Usually this will be restricted to managers and our HR team.

We may use your data for the purposes of analysis to support our service development and identify organisational needs.

We do not share your data with others without your expressed permission or if we are legally required to do so. We may need to share your data if there is a legal reason to do so. For example, if there is a safeguarding concern regarding the support you have provided we may need to share your details with the police, the Safeguarding Adults Team, or commissioners of our support.

If you apply to work with us but are unsuccessful we will instantly delete your data, unless we ask your permission to retain it.

The information you generate about the support you provide may be seen by family members, commissioning authorities and organisations that regulate us. For details on who can access the information you generate as part of your role please discuss this with your line manager.

We will not use your personal data for any other purpose without your consent and we will contact you according to your stated preferences.

We have a responsibility to safely remove any personal data that we do not need. Some data we need to keep for up to seven years. For a full list of the information we keep and how long we keep it please refer to our data protection policy.

We may add you to mailing lists to ensure you receive global organisational information, such as newsletter or important notifications. If you would prefer that we did not do this then let us know by either emailing feedback@pbs4.org.uk or calling **023 8098 7462**

How do we protect personal information?

We use secure web based systems. Only people we invite to access these systems have access and this access is password protected. We have ensured that these systems meet our legal requirements for data security. Our work is also governed by our policies on data protection.

Your consent

We have a legal duty to hold the information that we keep about you or from you so consent is not required.

Withdrawing consent

You can request to change or withdraw your consent for us to hold or to use your personal data for the purposes set out above by emailing feedback@pbs4.org.uk or calling **023 8098 7462**. Alternatively, you can write to the Data Protection Officer.

Please also note that withdrawal of consent will not stop us from sending you administrative communications where necessary (for example, updates and changes in business)

Right of access

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your personal details corrected. You can also request that we remove your records from our database or provide you with a copy of the information we hold about you. You can also ask us to stop using your data for a specific purpose.

We will aim to acknowledge receipt of all such requests within three working days and fully respond within four weeks. We will let you know if your request has been granted or not.

All access requests must be made in writing, by email or by letter.

Email feedback@pbs4.org.uk or writing to the Data Protection Officer at the address given above.

Changes to personal details

If your personal details change, please help us to keep your information up to date by notifying us.

You can do this by-

- E-mailing feedback@pbs4.org.uk
- Calling **023 8098 7462**
- Mailing by post your changes to our Data Protection Officer.

Changes to this notice

We reserve the right to amend this privacy notice. If we do so, we will post notice of the change on our website and make every effort to inform you of any material changes to the policy.

This notice is available openly to all employees via our website or provided directly upon request.