

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.

Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the organisation holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter or email to the Data Protection Officers. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If employees receive a subject access request they must immediately forward it to the Data Protection Officers.

Other data protection rights of the individual:

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it employees also have the right to:

- To be provided with any and all information held about them, within one month, and free of charge (known as the Data Subject Access Request or DSAR).
- To have their personal data erased, within one month and free of charge (known as the Data Subject Erasure Request or DSER)
- To have incorrect or incomplete information rectified, within one month and free of charge (known as the Data Subject Request for

Rectification or DSRR). When the request has been completed, the data subject to be informed in writing.

- To have any or all processing of their personal data restricted - the processing is to be suspended until the processing in question has been resolved.
- To object to specific forms of processing, such as marketing, automated decision making and profiling. When such an objection is received from the data subject, PBS4 will ensure it ceases the processing without delay.
- To have their personal data provided in a readable format and portable to another organisation.
- To lodge a complaint with the regulating authorities.
- To claim compensation from the data controller, data processor or the supervisory authority for any infringement of their rights.

PBS4 also recognises that data subjects can complain about:

- How their personal data has been processed
- How their request for access to data has been handled
- How their complaint had been handled
- Appeal against any decisions made following a complaint

PBS4 will handle any complaints in accordance with the complaints procedure.

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.