

Fair Processing Notice for Employees

At the Canada-UK Foundation, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you work for us.

Our contact details

Canada House, Trafalgar Square, London, SW1Y 5BJ

Email: admin@canadaukfoundation.org

What personal data do we collect about you? How will we use that personal data?

When you are employed by us, we will collect and process a wide variety of your personal data. In order for you to be employed by us, we process your name, home address, gender, NI number, date of birth, employment start date and your signature. We will need your P45 form/ P60 or P11d, if you have one. We will also need to see identification as proof of your right to work in the UK and these documents will have your name, date of birth, photo, and an ID number. If you cannot provide this personal data, then we will be unable to employ you.

In order to pay you, we will need your NI number and your bank account details. We cannot pay you without this personal data. We may also receive court orders that require us to make deductions from your pay (eg. non-payment of council tax or child maintenance).

During your time with us, we will collect information about your health, such as when you are ill or have had an accident. We need to process this personal data in order to fulfil our legal obligations to you as your employer or as a requirement of your employment contract.

If you become pregnant, we will process your health data in order to assure ourselves, and you, that the workplace is safe for you. You also have rights in the workplace when you are pregnant and we will process your health data and proof of your baby's birth in order to fulfil your rights for maternity leave.

If you wish to take paternity leave, we will process your personal data (your name and your request) in order to fulfil your legal right to do so.

You have the right to request flexible working and we will process your personal data (your name and your request) during this process.

There may come a time that we will be required to process your personal data during a disciplinary or grievance process. This information will likely be your name and statements from other people about you. If you leave us, we will collect personal data from your resignation letter.

We provide pensions for our staff and need to process your name, date of birth, NI number and your salary information in order to do this.

We need to have a DBS check completed on you and this is a legal obligation. For this check, we will need to see identification and these documents will have your name, date of birth, photo, and an ID number. The personal data on these documents will be processed by the DBS.

During the course of your employment, you will be required to put your name on or sign a wide variety of documents. Your name or signature is your personal data but the contents of the document, unless it is about you, is not your personal data.

Data on your next of kin

For your next of kin or emergency contact, we will process the following personal data: name, phone and address

What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data. Most of our processing is because we either have a legal obligation to process the data or because we have a contract of employment with you. On occasion, we will seek your consent to process your personal data but you are free to refuse.

We will process the following personal data because we have a legal obligation to do so:

- personal data on identification documents to ensure that you have the right to work in the UK
- your name, home address, gender, NI number, date of birth and signature are processed because we are required to do so by HMRC
- we may receive a court order that require us to make deductions from your pay (eg. non-payment of council tax or child maintenance.)
- we will process your health data if you are ill or have an accident because we have a legal obligation to do so
- if you become pregnant, we will process your health data because we have a legal obligation to fulfil your rights for maternity leave
- if you wish to take paternity leave, we will process your personal data because we have a legal obligation to fulfil your rights for paternity leave
- if you wish to request flexible working and we will process your personal data because we have a legal obligation to fulfil your right to request flexible working

- if you are involved in a disciplinary or grievance process, we will process your personal data because we have a legal obligation to provide a disciplinary or a grievance process
- we have a legal obligation provide pensions for our staff and we need to process your name, date of birth, NI number and your salary information in order to do this
- if we need to have a DBS check on you, this is a legal obligation

We will process the following personal data because we have a contract of employment with you:

- your CV and the information that we gathered from you during the recruitment process
- we will need your NI number and your bank account details in order to pay you

We will process the following personal data because you have consented for us to do so:

- we will collect personal data from your resignation letter, if you choose to write one

We will process the following personal data because we believe that we have a legitimate interest in doing so:

- During the course of your employment, you will be required to put your name on or sign a wide variety of documents. This use of your personal data is necessary for the running of our business.
- we will process your personal data during our appraisal process as we have a legitimate business interest in appraising our staff and helping you to achieve your best for the business
- for your next of kin or emergency contact, we will process the following personal data: name, phone and address. We have a legitimate interest in processing this data in order to provide you with an emergency contact.

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your personal data with the following recipients:

- HMRC
- our software providers
- cloud service providers
- potentially ACAS and an Employment Tribunal
- pension providers
- banks or building societies
- government agencies
- payroll providers

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

How long do we keep your personal data for?

We hold your personal data while you are employed by us and for seven years after due to HMRC requirements. After seven years, your file will be destroyed.

Your rights

You have rights in respect of our processing of your personal data which are:

-) To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
-) To rectify incorrect personal data that we are processing.
-) To request that we erase your personal data if:
 - o we no longer need it;
 - o if we are processing your personal data by consent and you withdraw that consent;
 - o if we no longer have a legitimate ground to process your personal data; or
 - o we are processing your personal data unlawfully
-) To object to our processing if it is by legitimate interest.
-) To restrict our processing if it was by legitimate interest.
-) To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us. If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.