

Santhem Residences (Shenfield) Limited - Privacy Notice - Employee

Details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Why do we need your personal data?

Personal data is required to fulfill the requirements of an employment, contractual or service relationship which may exist between you and our organisation.

From our **Team members** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

| Processing purpose | Legal basis | Retention period |
|---|--|---|
| Employment | 6(1)(b) - we have a contract with the data subject | 7 years after the employments ends. |
| Employee performance management | 6(1)(c) - we have to comply with a legal obligation | 7 years after the employments ends. |
| Health and safety | 6(1)(c) - we have to comply with a legal obligation | 7 years after the employments ends. |
| Learning and development | 6(1)(c) - we have to comply with a legal obligation | 7 years after the employments ends. |
| Notification in emergency | 6(1)(f) - it's in our legitimate interest (Employment data processing) | 7 years after the employments ends. |
| Annual leave/holiday management | 6(1)(b) - we have a contract with the data subject | 7 years after the employments ends. |
| Employment relations | 6(1)(f) - it's in our legitimate interest (Employment data processing) | 7 years after the employments ends. |
| Communications, marketing and intelligence | 6(1)(f) - it's in our legitimate interest (Communications, marketing and intelligence) | 2 years of inactivity/60 days after team members leave. |
| Coaching and mentoring | 6(1)(f) - it's in our legitimate interest (Employment data processing) | 7 years after the employments ends. |
| PR | 6(1)(a) - we have the data subject's consent | 1 year for annual events, or 2 years otherwise. |
| Compliance with the UK GDPR | 6(1)(c) - we have to comply with a legal obligation | 7 years after the request/breach. |
| Video surveillance | 6(1)(f) - it's in our legitimate interest (Crime prevention and security) | 30 days. |
| Accident and incident management | 6(1)(c) - we have to comply with a legal obligation | Non-serious 10 years. Serious 20 years. |
| Contract management | 6(1)(b) - we have a contract with the data subject | 7 years after employment has ended. |
| Team planning and deployment | 6(1)(b) - we have a contract with the data subject | 7 years after employment has ended. |
| Information, system, network and cyber security | 6(1)(c) - we have to comply with a legal obligation | 1 year after employment has ended. |
| Issuing payslips | 6(1)(c) - we have to comply with a legal obligation | 7 years after the employment |

relationship has ended.

Employee Recruitment and Employment 6(1)(a) - we have the data subject's consent

3 years

What personal data do we collect?

- Contact details
- Banking Details
- Date of birth/age
- Education History
- Employment History
- Employment references
- Family
- Formal identification documents
- Hours worked and rate of pay/salary
- Identification Number
- Job role
- Name
- Photographs together with Identifiers
- Right to work documentation
- Signature
- Employment contract
- Employee performance documentation i.e. supervisions, appraisals, probationary reviews, disciplinary and grievance documentation
- Training records
- Telephone contact details
- Exit interviews/reasons for leaving employment
- Location Information
- Personality profile/assessment
- Visual Images
- Tax details and taxable benefits

We collect special category personal data and do so under the following legal basis:

- Criminal record data
 - 9(2)(a) - Explicit consent of the data subject
- Health
 - 9(2)(b) - For employment, social security or social protection law
- Sex life or Sexual orientation
 - 9(2)(b) - For employment, social security or social protection law
- Trade Union membership
 - 9(2)(b) - For employment, social security or social protection law

The following types of personal data is collected from sources other than from the employee.

| Data subject type | Personal data type | Indirect source name |
|--------------------------|-------------------------------------|-----------------------------|
| Team members | Employment references | Previous employer |
| Team members | Hours worked and rate of pay/salary | Hallmark Care Homes |
| Team members | Hours worked and rate of pay/salary | Hallmark Care Homes |
| Team members | Hours worked and rate of pay/salary | Hallmark Care Homes |
| Team members | Job role | Hallmark Care Homes |
| Team members | Job role | Hallmark Care Homes |
| Team members | Personality profile | Savran |

| | | |
|--------------|----------------------|---------------------|
| | /assessment | |
| Team members | Location Information | Hallmark Care Homes |
| Team members | Visual Images | CCTV system |

Should we intend to use the information for any other purpose, we will always inform you beforehand. We may collect the personal data of children, but this data will be required to maintain records e.g., with tax authorities or medical aid societies.

Who might we share your personal data with?

To maintain and improve our services, your personal data may need to be shared with or disclosed to service providers, other Controllers or, in some cases, public authorities. We may be mandated to disclose your Personal Data in response to requests from a court, police services or other regulatory bodies. Where feasible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information necessary for the required purpose.

We transfer personal data to the following organisations and countries.

| Data subject type | Organisation name | Type | Country |
|-------------------|---|------------|----------------|
| Team members | AXA PP | Controller | United Kingdom |
| Team members | Advanced | Processor | Netherlands |
| Team members | Barclays Bank | Controller | United Kingdom |
| Team members | CCTV system | Processor | United Kingdom |
| Team members | DP Systems | Controller | United Kingdom |
| Team members | First Advantage | Controller | United Kingdom |
| Team members | HM Revenue & Customs (HMRC) | Controller | United Kingdom |
| Team members | Health and Safety Executive (HSE) | Controller | United Kingdom |
| Team members | Information Commissioner's Office (ICO) | Controller | United Kingdom |
| Team members | Insurance provider and broker | Controller | United Kingdom |
| Team members | Johnson Fleming | Controller | United Kingdom |
| Team members | Law enforcement body | Controller | United Kingdom |
| Team members | Legal advisors | Controller | United Kingdom |
| Team members | Medigold Health | Processor | United Kingdom |
| Team members | Microsoft | Processor | Austria |
| Team members | My Business Cloud Solution | Processor | United Kingdom |
| Team members | Occupational health provider | Controller | United Kingdom |
| Team members | Photographers | Processor | United Kingdom |
| Team members | PrivIQ | Processor | United Kingdom |
| Team members | Reward Gateway | Processor | Germany |
| Team members | Sage | Processor | United Kingdom |
| Team members | Savran | Controller | United Kingdom |

| | | | |
|--------------|-----------------------|------------|----------------|
| Team members | Sherpa | Processor | Ireland |
| Team members | Web and design agency | Processor | United Kingdom |
| Team members | Westfield Health | Controller | United Kingdom |
| Team members | Your Hippo | Processor | United Kingdom |

When a Processor or Controller is in a country outside the UK, we apply the necessary safeguards which may include, confirming the UK approves of transfers to the country, whether we need to use the UK's model contracts or, if the transfer is internal to our organisation, commitment to Binding Corporate Rules. Details of these safeguards may be obtained by contacting HR.

How do we look after personal data

We limit the amount of personal data collected only to what is fit for the purpose of the employment relationship. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic, and we ask that our employees assist us in these activities. We retain personal data only for as long as is necessary to fulfil the requirements of the employment relationship, respond to requests from employees, or longer, if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

As an employee you have the following rights.

You have the right to request of our company, access to your personal data which we might hold as well as the rights to rectify, erase or restrict the processing of such information. You may make a request for access to your personal data from our company website, or directly to our HR department. Where you have previously given consent to process your personal data, you have right to request that your personal data be ported (transferred) to a different service provider, or to yourself

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Contact Information (Data Controller)

Santhem Residences (Shenfield) Limited
2 Kingfisher House, Woodbrook Crescent,
Radford Way, Billericay, Essex
CM12 0EQ
United Kingdom
Telephone: +441277508999
Company Email: enquiries@santhemresidences.co.uk

Our Data Protection Officer

Nick Banister-Dudley
dpo@hallmarkcarehomes.co.uk

Information Commissioner

You have the right to lodge a complaint with the Information Commissioner. See contact details below.

Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
casework@ico.org.uk

+44 303 123 3113
www.ico.org.uk