

Employee Privacy Notice

Updated June 2018

What we need

Cairn Housing Association Limited (Cairn) will be a "controller" of the personal information that you provide to us when you apply for a job with us. We will also be the controller of any subsequent data you provide to us or which is produced by Cairn in the course of your employment unless otherwise stated in this privacy notice.

The information that we collect and retain when you apply for a job with Cairn and during the course of your employment is as follows:

- job details – the position you applied for and location;
- contact details – your name, address, phone numbers, and email address;
- evidence that you are eligible to work in the UK, which could include a copy of your passport and / or birth certificate;
- education and training – your education, professional qualifications, other relevant training / courses details, professional or regulatory body memberships, previous employment and experience;
- details of your skills, knowledge and experience as provided in support of your job application;
- confirmation of whether you are related to any members of Cairn's staff or board and details of your relationship;
- where essential for your role, evidence of your right to drive including a copy of your driving licence, vehicle registration, vehicle MOT details, vehicle insurance certificate and details of any driving offences;
- equality information – age, marital status, gender, disability, your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- payroll details – bank account number, sort code, salary, pay slips, P45 or P60;
- your Trade Union membership where required to deduct membership dues at source from salary;
- other information that may result from your employment with Cairn – including sickness records, disciplinary records, training records, records of any leave taken including maternity and paternity leave etc.;
- criminal records information, including the results of Disclosure checks where applicable, subject always to the terms of the Rehabilitation of Offenders Act 1974 and associated legislation;

- the contact details for your next of kin / emergency contact details and details for your referees; and
- information about your use of our IT, communication and other systems, and other monitoring information.

We will not ask you any health questions in connection with recruitment or your employment, except in relation to any adjustment which may be required to the recruitment process, such as interview arrangements, or any reasonable adjustments that may be required to support you in your role.

Why we need your personal information-contractual purposes

We need to collect your personal information so that we can assess your application for a role with Cairn and to issue any contract of employment with us. We will use your personal information to:

- assess your suitability for employment with Cairn against the job description and role requirements; confirm the information provided in your application form is correct, obtain information from your references in relation to your application; confirm your right to work in the UK, confirm your right to drive where this is a requirement of the role and where you claim mileage for business related travel, including that your vehicle is properly insured and registered; and
- enter into a contract of employment with you and ensure we are carrying out our obligations under your contract of employment, and ensure that you are also complying with your responsibilities under this contract.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to assess your application for employment with Cairn.

Why we need your personal information – legal employer rights and obligations

We need to process certain personal information for people who apply for jobs with Cairn and employees for the purposes of complying with our obligations for compliance with a legal obligation (e.g. our obligations to you as your employer under employment protection and health safety legislation, and under statutory codes of practice, such as those issued by Acas, including without limitation the Equality Act 2010, the Equality Act 2010 (Gender Pay Gap) Regulations 2017, the Housing (Scotland) Act 2010, and the Statistics of Trade Act 1947.

Why we need your personal information-equality monitoring requirements

We use your personal information relating to your age, marital status, gender, sexuality, ethnicity, religion, disability for equality monitoring purposes as required by the Equality Act 2010.

We will process such personal information to identify and keep under review the existence or absence of equality of opportunity or treatment between groups of people within the same categories to promote or maintain equality within Cairn.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with certain parties.

Statutory and Regulatory Bodies

These include statutory or regulatory authorities and organisations in order to comply with statutory obligations. Such organisations include the Health & Safety Executive, for health and safety reporting requirements, HMRC for tax reporting purposes, Pension providers, The Department of Work and Pensions, the Care Inspectorate, the Scottish Social Services Council, Trade Unions, healthcare providers and nurseries for the purposes of salary benefits and deductions.

In most cases these organisations will become controllers of your personal information when they receive it and you should refer to their privacy notices / policies for further details on how they will use your personal information.

Other Parties

Cairn employs third party suppliers to provide services, including our HR Database and reporting system, Occupational Health providers, payroll, reference and Disclosure checking, online training and performance review database. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

If you are undertaking external training, we will also be required to share your personal details with the training provider for the purposes of booking and confirming your attendance at the training.

We may also share your information with external parties who request a reference for you.

Personal information may also be shared with our professional and legal advisors for the purposes of taking advice, as well as our auditors where required.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our employees for the purposes set out above.

Transfers outside the UK and Europe

We may transfer your information outside the UK and/or EEA.

Where information is transferred outside the UK or EEA we ensure that there are adequate safeguards in place to protect your information in accordance with this notice, including the following:

Survey Monkey (USA)

- Used to collect survey information
- Covered by the reciprocal EU-US 'Privacy Shield'

NetworkWise (South Africa)

- Providing IT Helpdesk Support, with access to all Cairn IT systems
- Operating as a subsidiary of Connexion (based in the UK) and subject to Connexion's Information Security Policy
- A data processing agreement is in place covering the provisions of the GDPR

Cornerstone (USA)

- Performance and Personal Development System
- A data processing agreement is in place covering the provisions of the GDPR

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our employment law obligations and to safeguard Cairn in the event of any claims, complaints, litigation, enquiries or investigations during or following the termination of your employment.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can view a copy on the company intranet or request a copy from your line manager or contact us on human.resources@cairnha.com to request a copy.

Your rights

You can exercise any of the following rights by writing to us at:

HR Department
Bellevue House
22 Hopetoun Street
Edinburgh
EH7 4GH

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and

- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Cairn will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk