



Employee Privacy Notice

As an employer Victim Support (VS) must meet its contractual, statutory and administrative obligations. We are committed to ensuring that the personal data of our employees is processed in accordance with the Data Protection Act 2018 and UK GDPR.

This privacy notice tells you what to expect when VS collects personal information about you. It applies to all employees including ex-employees, agency staff, secondees and others.

VS is the data controller for this information unless this notice specifically states otherwise. The VS Data Protection Officer is Lucy Garratt, National Risk and Data Protection Lead.

This notice should be read in conjunction with our organisation privacy notice and other relevant policies and procedures. As appropriate we will provide a notice to you to cover any additional processing activities not mentioned in this document.

In this privacy notice we will outline:

- How we get your information
- What personal data we process and why
- The lawful basis for processing your personal data
- How long we keep your personal data
- When and why we may share your data
- If we use any data processors
- Your rights in relation to this processing
- Transfers of personal data
- Other information

How we get your information

We get information about you from the following sources:

- From you
- From an employment agency

- From your employer if you are a seconded or TUPE transferred to VS
- From referees, either external or internal
- From DBS providers and Police Vetting units as appropriate to your role
- From Occupational Health and other health providers
- From pension administrators and other government departments, for example tax details from HMRC
- From providers of employee benefits
- CCTV images from our landlords or taken using our own CCTV systems

What personal data we process and why

We process the following categories of personal data:

Information related to your employment

We use the following information to carry out the contract we have with you, provide you access to services required for your role and to manage our human resources processes.

- Personal contact details such as your name, address, contact telephone numbers (landline and mobile) and personal email addresses
- Your date of birth, gender, marital status and NI number
- Right to Work documents
- Next of kin, emergency contacts and their contact information
- Employment and education history including your qualifications, job application, employment references and details of any criminal convictions that you declare
- Location of employment, driving licence and insurance details, if applicable.
- Details of any secondary employment, political declarations, conflict of interest declarations or gift declarations
- DBS or Vetting Clearance.
- Name, address and relationship of beneficiaries for death in service benefit
- Your responses to employee surveys if this data is not anonymised

- Any content featuring you produced for use on our website or social media such as videos, authored articles, blog posts and speech transcripts.

Information related to your salary, pension and loans

We process this information for the payment of your salary, pension and other employment related benefits. We also process it for the administration of statutory and contractual leave entitlements.

- Information about your job role and your employment contract including; your start and leave dates, salary (including grade and salary band), any changes to your employment contract, working pattern (including any requests for flexible working)
- Details of your time spent working and any overtime, expenses or other payments claimed, including details of any loans
- Details of any leave including sick leave, holidays, special leave etc
- Pension details including membership of both state and occupational pension schemes (current and previous)
- Your bank account details, payroll records and tax status information
- Student Loan and information from other agencies, relating to deductions from salary
- Details relating to Maternity, Paternity, Shared Parental and Adoption leave and pay. This includes forms applying for the relevant leave, copies of MATB1 forms/matching certificates and any other relevant documentation relating to the nature of the leave you will be taking.

Information relating to your performance and training

We use this information to assess your performance, to conduct pay and grading reviews and to deal with any employer/employee related disputes. We also use it to meet the training and development needs required for your role.

- Information relating to your performance at work eg probation reviews, PDRs, 1 to 1s, promotions
- Grievance and dignity at work matters and investigations to which you may be a party or witness
- Disciplinary records and documentation related to any investigations, hearings, appeals and warnings/penalties issued
- Whistleblowing concerns raised by you, or to which you may be a party or witness

- Information related to your training history and development needs.

Information relating to monitoring

We use this information to assess your compliance with corporate policies and procedures and to ensure the security of our premises, IT systems and employees.

- Information derived from IT monitoring
- Photos, video and other recordings and CCTV images.

Information relating to your health and wellbeing and other special category data

We use the following information to comply with our legal obligations and for equal opportunities monitoring. We also use it to ensure the health, safety and wellbeing of our employees.

- Health and wellbeing information either declared by you or obtained from health checks, eye examinations, occupational health referrals and reports, sick leave forms, health management questionnaires/assessments or fit notes i.e. Statement of Fitness for Work from your GP or hospital
- Accident records if you have an accident at work
- Details of any desk audits, access needs or reasonable adjustments
- Information you have voluntarily provided regarding Protected Characteristics as defined by the Equality Act for the purpose of equal opportunities monitoring. This includes racial or ethnic origin, religious beliefs, disability status, and gender identification and may be extended to include other protected characteristics.
- Any information you provide to any of our equality and diversity networks.

Lawful basis for processing your personal data

Depending on the processing activity, we rely on the following lawful bases for processing your personal data under the GDPR:

- Article 6(1)(b) which relates to processing necessary for the performance of a contract
- Article 6(1)(c) so we can comply with our legal obligations as your employer
- Article 6(1)(d) in order to protect your vital interests or those of another person

- Article 6(1)(e) for the performance of our public task
- Article 6(1)(f) for the purposes of our legitimate interest

Special category data

Where the information we process is special category data, for example your health data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent
- Article 9(2)(f) for the establishment, exercise or defence of legal claims
- Article 9(2)(j) for archiving purposes in the public interest.

In addition we rely on the processing condition at Schedule 1 part 1 paragraph 1 of the DPA 2018. This relates to the processing of special category data for employment purposes.

Criminal convictions and offences

We process information about employee criminal convictions and offences. The lawful basis we rely on to process this data are:

- Article 6(1)(e) for the performance of our public task. In addition we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a)
- Article 6(1)(b) for the performance of a contract. In addition we rely on the processing condition at Schedule 1 part 1 paragraph 1.

How long we keep your personal data

Your personal data is kept for no longer than is necessary or required by legislation. See the VS [Data Protection Policy](#)

Data Sharing

In some circumstances we are legally obliged to share information. We may also share information about you with third parties including government agencies, pension and benefit providers external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

Within some contracts with our funders/commissioners is a requirement to provide details of your DBS or other recruitment/security checks.

Aside from our legal/contractual obligations we would normally only share any personal or special category data in an anonymised method i.e. special category data taken from Wave (our HR information system) is often used to provide statistics to our funders, by team, service, area or nationally or, so that we are transparent about the diversity and pay of our workforce.

Do we use any data processors?

Yes - a list of our current data processors can be found at Appendix 1.

Your rights in relation to this processing

As an individual you have certain rights regarding our processing of your personal data, including a right to lodge a complaint with the Information Commissioner.

Transfers of personal data

We don't routinely transfer employee personal data overseas but when this is necessary we ensure that we have appropriate safeguards in place.

Other information

Personnel files

Physical and electronic records are held for each employee. Data is held securely on VS systems and at our premises.

You can request your personnel file by submitting a subject access request to dpo@victimsupport.org.uk. You can also make a verbal request for your information.

We may hold vehicle licence plate details linked to you if you have parking at your office or there is a requirement for you to use your vehicle for work purposes.

Employee surveys

From time to time we use Culture Amp and similar tools for carrying out surveys and communicating with you that may collect personal data relating to you. Data entered on some of these tools may go outside the European Economic Area (EEA). A link to their privacy notice can be found in Appendix 1. The data is only available to a small number of VS employees who are responsible for running or administering the particular survey. Most survey questions require quantitative responses, however some free text boxes are included. We would advise you not to share identifiable information about yourself in these boxes if you wish to remain anonymous. When appropriate we will also provide privacy information regarding specific surveys.

Whistleblowers

VS has a policy and procedure in place to enable its current employees and ex-employees to have an avenue for raising concerns about malpractice. If you wish to raise a concern please refer to VS's [Whistleblowing Policy and Procedure](#).

Although every effort will be taken to restrict the processing of your personal data and maintain confidentiality whether this is possible will be dependent on the nature of the concern and any resulting investigation.

Equal opportunities monitoring

Equal opportunities information provided by job applicants is attached to the relevant application on our applicant tracking system Hire Serve when you apply for a role at VS. A link to their privacy notice can be found in Appendix 1.

This information is not made available to any employees outside our HR/recruitment team (including hiring managers) in a way which can identify you. This information is anonymised after six months and retained for reporting purposes only.

Equality and diversity networks

Our equality and diversity networks help to raise awareness of equality and diversity issues across VS and contribute to the development of our internal policies, procedures and practices. Any information you share with the networks will be treated by them in confidence. Network representatives may signpost you to other VS employees, for example HR colleagues, or appropriate third party services. Your information will only be shared by the networks with a third party if you agree to this or it is necessary to protect your vital interests or those of another person.

Workforce Development and Planning

Our Learning and Development department use online learning platforms such as The Charity Learning Consortium for the facilitation of its work related courses. A link to their privacy notice can be found in Appendix 1. We will share some information about you with these providers both prior to you joining VS and during your employment to ensure you have the necessary access to complete training required for your role. We will also share information about you with our training providers. For example this will include information such as your name, contact details and job role. When necessary we will also share information about any dietary or access requirements that you might have when you attend training events.

Occupational health

During your employment you may be referred to occupational health following a request to HR by you or your line manager. This may result in a face-to-face

consultation, a telephone appointment with an occupational healthcare professional and/or a medical report from a GP or specialist.

VS uses Health Management Limited (HML) to provide our occupational health service.

The information you provide will be held by Health Management, who will give VS a fit to work certificate or a report with recommendations. A link to their privacy notice can be found in Appendix 1.

Monitoring of employee ICT use

All of our ICT systems auditable and can be monitored.

Any targeted monitoring of employees will take place within the context of our disciplinary procedures.

Financial monitoring

We use a financial accounting system, Agresso, to log every financial transaction. This includes any transactions or loans made by or to employees. If an outstanding debt by an employee is highlighted via this process, VS will use this information to take steps to recover the outstanding amount.

ID Badges and Security passes

All employees are all issued with an ID badge and some with a security pass to enter offices.

Employee ID badge details (names, numbers and photographs) are held on WAVE. Employee security pass details are usually held locally.

CCTV

We operate CCTV inside some of our premises to monitor access to certain areas of the office. Further information is available in our CCTV policy. Additionally employees working in some offices may be filmed by CCTV which is owned and operated by the landlords or owners of the buildings in which our offices are situated. VS is not the data controller for this information.

Requests for references

If you leave, or are thinking of leaving, we may be asked by your new or prospective employers to provide a reference. For example we may be asked to confirm the dates of your employment or your job role.

Further information can be found on the [VS website](#) or contact the Data Protection Officer dpo@victimsupport.org.uk

Appendix 1 Links to Data Processor Privacy Notices

Hireserve	Privacy notice - Hireserve
WAVE	Cascade HR (cascadecloud.co.uk)
Agresso (currently details are held on a VS server and not shared with Unit 4)	Data security and privacy Unit4
Health Management Ltd	Terms and Conditions Health Management View Here
Click Travel	Privacy Policy - TravelPerk
Employee Assistance Programme	Privacy - Carefirst (care-first.co.uk)
Harbour	Refreshing Cloud Business Suite Privacy Notice Freshworks Inc
Cryoserver	Privacy Policy • Cryoserver
MPAS Portal	Privacy Notice Cyber Security Awareness
Sharepoint, Outlook, OneDrive	Microsoft Privacy Statement - Microsoft privacy
Aviva	Privacy Policy - Aviva
Culture Amp	Privacy Notice - Culture Amp
UKCRBs - DBS Clearances	UKCRBs Privacy Notice Mitie
Compass - Izuka	Privacy policy - Izuka
Beacon - Fundraising	Privacy notice Beacon
Pluxee, formally known as Sodexo-Engage (Employee Benefits)	Privacy notice Sodexo Privacy notice - Sodexo VS benefits platform
Mimecast (Email Filter)	Privacy preferences Mimecast
Sophos (Anti-Virus)	Privacy notice Sophos
The Charity Learning Consortium - VS online learning platform	Privacy Notice - The Charity Learning Consortium