



New Galloway Community Enterprises Ltd

Staff Privacy Statement

May 2018

New Galloway Community Enterprises (NGCE) recognises that it stores and processes personal data during the course of its operation. Our staff have a right to privacy and to expect that all personal information about them will be handled sensitively and confidentially. NGCE also has a legal responsibility under the General Data Protection Regulations (GDPR) that came into force in May 2018 to keep this data secure and private.

NGCE has undertaken an audit of all the personal data that it keeps and has created a Data Protection Policy. This statement summarises that Policy as it relates to our staff.

Note that for the purposes of this Policy, 'staff' refers to the employees of NGCE Ltd, casual workers and volunteers in the shop, student placements or work experience positions, and any self-employed people working for NGCE Ltd.

Personal Data

NGCE holds data on its staff that may include:

- Names
- Addresses
- Email addresses
- Phone numbers
- Emergency contact details
- CVs
- References
- Bank account details
- Tax and pension provisions
- Data relating to your physical or mental health to:
 - provide work-related accommodations
 - manage absences from work.
- Employment contract
- Performance and disciplinary records
- Grievance procedures
- Sickness/holiday records.
- Information required to provide access to our IT systems such as IP addresses and login information.

Basis

- The above Data is held on the legal bases of one or other of **Legitimate Interests**, **Contract** or by **Consent**, as appropriate. See the NGCE data audit for details. Where consent is required, written consent will be obtained.

Use

- The above data is used for the sole purpose of New Galloway Community Enterprises' business and operational activities and for no other use.

Sharing

- The above data is kept confidential to your Line Manager and/or the Office bearers of NGCE Ltd and (in the short term) Helen Keron, the Project Manager, and will never be passed to a third party without your explicit consent.
- The exception to this is details of your contract, pension requirements and tax position, which are shared with our accountant Bell Ogilvy and are treated as confidential by them.

Your Rights

- You have the right to be informed of the Personal Data held by the NGCE on you and to be assured that the information is correct.
- You have the right to access this information and to have errors corrected. If you wish to access the information, please request a Subject Access Request form, or download it from www.newgallowaycommunity.shop.
- You have the right to have your personal data erased when you cease to be employed by NGCE with the exception of information your employer is required by law to retain.

Security

- Your personal data will be held securely and only those persons who have a legitimate right to access it will be able to do so. Paper copies are held in locked files and electronic data on password protected computers.

Reviewed and adopted by the Board of NGCE Ltd on 24 May 2018