



Fair Processing Notice for Employees

At Glastonbury Abbey, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you are an employee of Glastonbury Abbey.

Our contact details

Glastonbury Abbey
Magdalene Street
Glastonbury
Somerset
BA6 9EL
01458 832267

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. We start by collecting the personal data on your CV and the information that we gathered from you during the recruitment process. This personal data forms the start of your HR file.
- In order for you to be employed by us, we will complete an HMRC Starter Checklist. On this form, we will collect your name, home address, gender, NI number, date of birth, employment start date and your signature. We will need your P45 form, if you have one. We will also need to see your passport as proof of your right to work in the UK.
- In order to pay you, we will need your NI number and your bank account details. 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, with your consent (eg. doctor or a dentist appointment) 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.
- 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.
- Your image in a photo or video is your personal data. We may wish to use your image on our website or other marketing information in order to promote the firm but will always seek your consent for this. You do not have to agree that we can use your image – it is completely your choice.
- We may have requested information about you from your referees and may have used this to assess your job application. We are processing your application on the basis of your consent; therefore, if you would prefer not to provide this information, we will not be able to assess your application.

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, such as photos for the website or social media.

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

- your passport 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

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 your 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 can only use your image in a photo or video for marketing purposes with your consent. You may withdraw your consent at any time but this will not affect our use of your image while we had your consent.
we process your health data with your consent if you would like to get VDU spectacles or have a medical or dentist appointment
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:

- We monitor email traffic, but not the content of emails but, in doing so, we may process your personal data. This processing is necessary for the security of our email system and to prevent misuse.
- 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

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 have a statutory or contractual requirement to process your personal data?

We have a contractual requirement to process your personal data as you are employed by us

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

- Companies that provide services to us. Our telephone service providers will get to see your phone number if we call you and our broadband supplier which could see your email address (but not the content of what you send us, if you encrypt it).
- Cloud service & IT providers. We use a number of cloud service & IT providers including software which helps us in our business. We also share with IT professionals who not only ensure that our systems run smoothly, but are also committed to the highest standards of data protection compliance.
- Accountants. We also use an external accountancy service
- Outsourced HR. We use an GDPR compliant outsourced HR company to assist in our employment responsibilities.
- In response to a court order. It is possible, though unlikely, that we might be forced to disclose your information in response to a court order.

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

We use Microsoft, Google and DropBox which are based in the USA. However adequate safeguards are in place as these organisations are certified to the EU-US Privacy Shield Framework.

How long do we keep your personal data for?

We will retain your person data during the length of your employment and then for 6 years.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;
4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.