



CHISLEHURST AND SIDCUP HOUSING ASSOCIATION FAIR PROCESSING NOTICE FOR EMPLOYEES

This notice explains what information we collect, when we collect it and how we use it. During the course of our activities we will process personal information (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Chislehurst and Sidcup Housing Association (“the Association”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal information and adheres to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal information for a variety of reasons.

The Association is the Data Controller with the Office of the Information Commissioner under registration number Z4944969 and we are the Data Controller of any personal information that you provide to us.

Our Data Protection Officer for the Association is the Chief Executive who can be contacted at csinfo@csha.org.uk, alternatively by calling 020 8467 9146.

Any questions relating to this notice and our privacy policies should be sent to the Chief Executive who can be contacted at csinfo@csha.org.uk or by calling 020 8467 9146.

Why we collect personal information

The law states that we can use your personal information only if we have a proper reason to do so. This includes sharing it outside the Association. The reasons why the Association may process your personal information are:

- To fulfil a contract we have with you, such as a Tenancy Agreement
- When it is in our legitimate interest
- When it is our legal duty
- When you consent to it
- When there is a vital interest

We collect the following personal information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, Pensions service):-

- Name
- Date of Birth
- Address
- Telephone Number
- E-mail address
- National Insurance number



- Personal characteristics such as gender and ethnic group
- Qualifications
- Absence information
- Bank details

We collect and use the above information and personal information for:-

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection
- Pensions and associated benefits, appraisal, training and development
- Membership of professional bodies

We may disclose and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:-

- To process your monthly salary payments
- To allow your pension provider to process pensions information and handle your pension
- To allow your payslips to be produced and issued to you
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Your information will only be stored within the UK and 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.

When you give the Association information we take steps to make sure that your personal information is kept secure and safe. Therefore:-

- Paper records containing personal information are kept in locked filing cabinets
- Computers are password protected and locked when staff are not at their work stations
- Paper records are reviewed in accordance with the Association's Annual Data Cleansing and Retention Process and any that are no longer needed are shredded or disposed of as confidential waste

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), as set out in any relevant contract we have with you.

Retention periods are set out in our Annual Data Cleansing and Retention Process, which is available on request from Head Office by telephoning 020 8467 9146.



You have the right at any time to:-

- Ask for a copy of information about you held by us in our records and
- Require us to correct any inaccuracies in your information

If you would like to find out more about how the Association uses your personal information or want to see a copy of information about you that we hold, or wish to exercise any of your above please contact your Line Manager on 020 8467 9146.

You have the right to complain to the Information Commissioner's Office (ICO) in relation to our use of your information. The ICO's contact details are:-

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Fax: 01625 524 510

The accuracy of your information is important to the Association, please keep your records updated by informing the Association of any changes to your personal information.