

# Privacy Policy for Employees of the Grayshott Village Hall



## Introduction

The Grayshott and Hindhead Institute and Village Hall (hereinafter referred to as the Grayshott Village Hall) is committed to protecting personal information. This Privacy Policy relates to our use of any personal information we collect from you as an employee of the Grayshott Village Hall.

## Categories of Information Collected include:

- Personal information such as name, address, e-mail address, telephone number, date of birth, gender and national insurance number
- References from former employers or others including DBS checks where permitted in law
- Contract information such as start date, hours worked, post, roles, salary information and membership of a pension scheme
- Work absence information, such as number of absences and reasons
- Details of qualifications, training and skills
- Bank account information

## Use of Information

Your information will be used to enable the Grayshott Village Hall to meet its obligations to you under your contract of employment including payment of wages and pension contributions (where applicable) and to enable us to comply with our legal obligations such as to deduct tax and national insurance contributions and comply with health and safety laws.

The Grayshott Village Hall also has a legitimate interest in processing personal data before, during and after the end of the employment relationship for various reasons including to:

- enable the recruitment of staff
- maintain up-to-date employee records
- operate and maintain a record of disciplinary and grievance processes
- operate and keep a record of employee performance and workforce management purposes
- operate and keep a record of absence and absence management procedures
- obtain occupational health advice
- ensure that it complies with duties in relation to individuals with disabilities

Where the Grayshott Village Hall processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief this is done for the purposes of equal opportunities monitoring. Data that the Grayshott Village Hall uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences for failing to do so.

## Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

## Your Rights

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date.

We will keep your information as long as we need it, which will be at least for the duration of your employment with us.

You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **Changes to this Privacy Policy**

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information in a manner different from that stated, we will seek your permission first.

### **How to contact us**

For any questions or concerns relating to this Privacy Policy, our data protection practices, or to make a Subject Access Request, please contact the Bookings Secretary: 01428 788035 [bookings@grayshottvillagehall.co.uk](mailto:bookings@grayshottvillagehall.co.uk).