

BOSP PRIVACY NOTICE

Staff and Trustees



BOSP is committed to respecting your privacy. This notice is to explain how we may use personal data we collect before, during and after your working relationship with us. This notice explains how we comply with the law on data protection and what your rights are and for the purposes of data protection we will be the controller of any of your personal data. This notice applies to potential, current and past staff and trustees. This notice does not form part of any contract of employment or other contract to provide services.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, instead our Board of trustees and CEO have overall responsibility for data protection compliance within BOSP, supported by our Data Protection Lead. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

PERSONAL DATA

When you interact with us in relation to working with or for BOSP, you may provide us with or we may obtain **personal data** about you, such as information regarding your:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses and emergency contact details;
- date of birth;
- gender;
- marital status and dependants;
- referee details, next of kin, beneficiaries, details of family members and emergency contacts;
- national insurance number and other tax or governmental identifiers;
- bank accounts, payroll and tax status
- salary, insurance, annual leave, pension, benefit entitlement and expenses;
- start date and leaving date;
- location of employment or workplace;
- attendance history;
- driving licence(s) (including copies where we are required to hold such information for identification or insurance purposes where you are to use our vehicles) and vehicle details;
- identification documents and information such as passport, utility bills, identity cards, signature etc;
- recruitment (including copies of right to work documentation, past employment history, references and other information included in a CV or cover letter or as part of the application process);
- employment records and notes (including job titles, work history, working hours, training records, professional memberships, maternity, parental and compassionate leave and details of any home-working assessment for health and safety purposes) and education and professional records/qualifications;
- compensation history and charity donation preferences;
- performance including that generated through our appraisal systems;
- disciplinary and grievance information;
- use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- images in video and/or photographic form and voice recordings;

- records of enquiries and other correspondence with you; and
- loans that you have made to us or we have made to you

SPECIAL CATEGORIES OF PERSONAL DATA

We may also collect, store and use the following “**special categories**” of more sensitive personal data regarding you:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your trade union memberships; and
- information about your health, including any medical condition, health and sickness records, medical records and health professional information

We may not collect all of the above types of special category information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary in order to protect the vital interests of the data subject or another natural person;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent

In the table below we refer to these as the “special category” reasons for processing of your personal data. We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

WHERE WE COLLECT YOUR DATA

We typically collect personal data about employees, workers and trustees through the application and recruitment process, either directly from applicants or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. We will also collect additional personal data in the course of job-related activities throughout the period of you working for us.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal data we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal data” section below.

USES MADE OF YOUR PERSONAL DATA

The table below describes the main purposes for which we process your personal data, the categories of your information involved and our lawful basis for being able to do this.

<i>Purpose</i>	<i>Personal data used</i>	<i>Lawful basis</i>
Making a decision about your recruitment or appointment and managing the recruitment process and determining the terms on which you work for us	All the personal data we collect for the purposes of the recruitment process	We need this information to be able to perform and administer the recruitment process for you to engage you

		This is necessary to enter into a contract with you
Checking you are legally entitled to work in the UK	Personal contact details and identification documents and right to work documentation	We have a legal obligation to do so
Producing and maintaining business records, staff directories, intranets, websites, and other internal and external business documentation and materials	Personal contact details, location of employment or workplace and employment records	We have a legitimate interest to maintain up to date business records and materials
Paying you and, if you are an employee, deducting tax and National Insurance contributions	Personal identifiers and transaction and payment information	To be able to manage and perform our contract with you We have a legal obligation to do so
Providing benefits of employment or working, including flexible benefits and liaising with benefit providers	Personal identifiers, salary, annual leave, pension and benefits entitlement, transaction and payment information	To be able to manage and perform our contract with you We may have a legal obligation to do so
Administering the contract we have entered into with you	All your personal data excluding 'special categories' of personal data and criminal records information	To be able to manage and perform our contract with you
Conducting performance reviews, grievance or disciplinary hearings, managing performance and determining performance requirements and making decisions about compensation and benefits	Performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits	We have a legitimate interest to ensure that our staff are meeting their performance objectives and that the business is managing and controlling the performance process effectively To be able to manage and perform our contract with you
Business management and planning, including accounting and auditing, conducting our normal business operations and managing our relationship with you	All your personal data excluding 'special categories' of personal data and criminal records information	To be able to manage and perform our contract with you. We have a legitimate interest to run and manage our business
Assessing qualifications for a particular job or task, including decisions about promotions and ascertaining your fitness to work, education, training and development requirements	Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits and	We may be legally obliged to do so To be able to manage and perform our contract with you We have a legitimate interest to run and manage

	other personal data excluding 'special categories' of personal data and criminal records information	our business and to ensure that our workers are suitably trained
Making decisions about your continued employment or engagement or termination of our working relationship	Personal identifiers, performance, disciplinary and grievance information, employment records, compensation history, salary, annual leave, pension and benefits	We have a legitimate interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within the business
Managing sickness absence	Personal identifiers, attendance history and performance	To be able to manage and perform our contract with you We have a legitimate business interest to ensure that the workers we engage continue to be suitably qualified and/or appropriate for their role within BOSP
Complying with health and safety obligations	Working environment information including any home-working assessment records	We have a legal obligation to comply with Health and Safety laws We also have a legal obligation to report any accidents at work in accordance with health and safety laws
Dealing with legal disputes involving you, or other employees, workers, directors and consultants, including accidents at work	All your personal data excluding 'special categories' of personal data and criminal records information	To be able to manage and perform our contract with you We have a legitimate interest to ensure that all legal claims are managed effectively
For the purposes of ensuring the security of our systems and our information, to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution	Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information	We have a legitimate business in ensuring our systems are secure To be able to manage and perform our contract with you
To facilitate the use of our IT systems and monitor your use of our information and communication systems to ensure compliance with our IT policies	Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal	We have a legitimate interest in ensuring that our workers use our computer systems and information correctly and efficiently and

	identification numbers, IP addresses, user names and other IT system identifying information	in compliance with our IT policies To be able to manage and perform our contract with you
To comply with our legal obligations, for example in relation to PAYE, National Insurance, Companies House filings	Personal identifiers, transaction and payment information, national insurance number and other tax or governmental identifiers bank account details, payroll and tax status, name, address, date of birth, other directorships	We have a legal obligation to do so
To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution	Use of our information and communications systems, including the computers and fixed and mobile phones that we allow you to use, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information	We have a legitimate interest in ensuring our systems are secure
To review and better understand employee retention and attrition rates	Employment records	We have a legitimate interest in order to improve as an employer
For the purposes of equal opportunities monitoring	Name, title, date of birth; gender; marital status; salary, annual leave, pension and benefits; location of employment or workplace	We may have a legal obligation to do so and we have a legitimate interest in doing so to make sure our organisation is a fair place to work
Storage of records relating to you and also records relating to our business	All non-‘special categories’ of personal data	To be able to manage and fulfil our contract with you, we may have a legal obligation to do so and we also have a legitimate interest to keep proper records
For the purpose of complying with any regulatory requirements	All the personal data about you excluding special category information and criminal records data	We may have a legal obligation to comply with regulatory requirements and we have a legitimate interest in complying with regulatory requirements
Storage of records relating to you and also records relating to our business.	All ‘special categories’ of personal data	We process special category personal data on the basis of the “special category reasons for processing of your personal

		data” referred to in section 2 above. For criminal records information we process it on the basis of legal obligations or based on your explicit consent.
We will use information relating to your absence from work, which may include sickness absence or family-related absences, to comply with employment and other laws.	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
We will use information about your physical or mental health to provide you with benefits under your contract	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits; and	Information about your health, including any medical condition, health and sickness records, medical records and health professional information;	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above
We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation or political beliefs, to ensure meaningful equal opportunity monitoring and reporting.	Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above
We will use and retain information about criminal convictions to comply with law and in order to determine your eligibility to undertake particular types of work.	Information about your criminal convictions and offences	For criminal records information we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal data you will have a legal, contractual or other requirement or obligation for you to provide us with your personal data. If you do not provide us with the requested personal data, we may not be able to engage you or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your engagement. For other personal data you may not be under an obligation to provide it to

us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal data in a particular manner, you have the right to withdraw this consent at any time, which you may do so by contacting us as described in the "**Contacting us**" section below. Please note however that the withdrawal of your consent will not affect any use of your personal data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal data to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain benefits to you.

DISCLOSURE OF YOUR PERSONAL DATA

We may share your personal data with the following parties:

- **Any party approved by you.**
- **Other service providers and advisors:** for example, payroll, pension administration, benefits provision, professional advisors and administration, secure storage, and IT services. All our third-party service providers are required to take appropriate security measures to protect your personal data.
- **Prospective new employers:** for the provision of references for you;
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives for the financial services industry.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security

We do not disclose your personal data to anyone else except as set out above, and only when is necessary. We will never share, sell, swap or rent your data to third parties for marketing purposes.

WHERE WE STORE YOUR PERSONAL DATA

The personal data we collect from you as a prospective, current or past employee, worker or trustee is kept either in a locked and secure cabinet, drawer or locker in an office with restricted access, in an electronic format on an encrypted computer or portable device or transferred and stored securely on a cloud-based database with restricted access.

The personal data we collect is not transferred to and stored in countries outside of the UK and the European Union. We have security procedures, rules and technical measures in place to protect your personal data. Your personal data will be kept in a secure environment with access restricted on a need to know basis. We will take all reasonable steps to ensure that your personal data is only used in accordance with this privacy notice and applicable data protection legislation and is respected and kept secure.

HOW LONG WE KEEP PERSONAL DATA FOR

The duration for which we retain your personal data will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal data may be retained on a long-term basis: for example, personal data that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years (if you are a current employee, this may be for 6 years after your employment ends). Exceptions to this rule are:

- Details regarding unsuccessful job applicants where we hold records for a period of not more than 12 months;

- Information that may be relevant to personal injury claims, employment claims, discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.
- Information that may be useful to a pension provider or benefit provider which we may retain for the period that your pension or benefit is payable

It is important to ensure that the personal data we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you move home or change your phone number or email address. To update the personal data we hold about you, you can contact us using the details in the “Contacting us” section below, or by contacting enquiries@bosp.co.uk.

YOUR RIGHTS IN RELATION TO PERSONAL DATA

You have the following rights in relation to your personal data:

- the right to be informed about how your personal data is being used;
- the right to access the personal data we hold about you;
- the right to request the correction of inaccurate personal data we hold about you;
- the right to request the erasure of your personal data in certain limited circumstances;
- the right to restrict processing of your personal data where certain requirements are met;
- the right to object to the processing of your personal data;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal data

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal data recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal data, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner’s website at <https://ico.org.uk/for-the-public/>

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the “**Contacting us**” section below.

If you are unhappy with the way we are using your personal data you can also complain to the UK Information Commissioner’s Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

USE OF COOKIES, SOCIAL MEDIA & OUR WEBSITE

Cookies are text files which collect log on information and visitor behaviour information. Cookies track visitor use and compile statistical reports on website activity. Such information will not identify you personally, it provides statistical data about our visitors and their use of our website and does not identify any personal details whatsoever. It is used by us to analyse how visitors interact with the website so that we can continue to develop and improve it.

Most websites use cookies, and these are downloaded to your computer automatically, however when you visit BOSP's site for the first time you will have the opportunity to check you understand before you proceed. You can set your browser to accept or decline cookies. Please be aware that a decline preference may mean a loss of function in some of our website features.

You might find links to third party websites or advertisements on our website. These websites should have their own cookies and privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Personal data relating to any transactions entered into via our website will be encrypted to ensure its safety. The transmission of data via the internet is not completely secure and therefore, we cannot guarantee the security of data sent to us electronically and the transmission of such data is entirely at your own risk. Where applicable, we have given you/or where you have chosen a password so that you can access certain areas of our site, you are responsible for keeping this password confidential.

TRANSFER OF DATA TO THIRD COUNTRIES

Some of the information you provide to us may be transferred outside the European Economic Area to countries such as the US. This is a transfer to a "third country". We will endeavour to tell you if your personal data is being held or shared with a third country and we will ensure the appropriate contractual provisions are in place to ensure that there are strict rules regarding both the confidentiality and security of your information.

BOSP may also work with suppliers and partners who make use of cloud and/or hosted technologies. We will endeavour to undertake data security due diligence on our partners and ensure that these partners conform to appropriate accreditations.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal data.

CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email privacy@bosp.co.uk or write to us:

Data Protection Lead
BOSP
The BOSP Office
Wat Tyler Country Park
Pitsea Hall Lane
Pitsea
Basildon
Essex
SS16 4UH