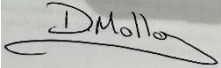
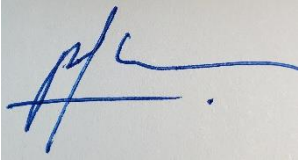




## First **Star** Scholars **UK**

### Privacy Notice - Staff

<b>Date of Last Review</b>	<b>29/10/2024</b>
<b>Review Cycle</b>	<b>Annually</b>
<b>Date (Month/Year) of Next Review</b>	<b>10/2025</b>
<b>Date Policy was Ratified</b>	<b>29/10/2024</b>
<b>Named Lead for Writing/Review</b>	<b>Emily Hollis MBE</b>
<b>Signed:</b>	<b>Date</b>
<b>CEO</b>	<b>29/10/24</b>
	
<b>FSSUK Board of Trustees – Chair</b>	
	

## **Introduction**

This privacy notice tells you what to expect us to do with your personal information when you work for us. This includes paid employees, volunteers and trustees

## **Contact details**

Post - 167-169 Great Portland Street, London, W1W 5PF

Telephone - 07933686271

Email - [info@firststaruk.org](mailto:info@firststaruk.org)

## **What information we collect and use, and why**

### Staff recruitment, administration and management

We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (e.g. staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (e.g. bank statements or bills)
- Marital status
- Next of kin or emergency contact details
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. DBS checks)
- Political, conflict of interest or gift declarations
- Security clearance details (e.g. basic checks and higher security clearance)
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use

We also collect the following information for staff recruitment, administration and management:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Genetic information

- Health information
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of staff recruitment, administration and management are:

- Consent
- Contract
- Reasons of substantial public interest
- Legal obligation
- Legitimate interest: Information is collected to ensure equality and diversity within our organisation.

### Salaries and pensions

We collect or use the following personal information as part of managing salaries and pensions:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status
- Trade Union membership

We also collect the following information for managing salaries and pensions:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Genetic information
- Health information
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of managing salaries and pensions are:

- Consent
- Contract
- Reasons of substantial public interest
- Legal obligation
- Legitimate interest: Information is collected to ensure equality and diversity within our organisation.
- Staff health and wellbeing

We collect or use the following personal information for managing staff health and wellbeing:

- General health and wellbeing information
- Occupational health referrals and reports
- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
- Accident at work records
- Access needs or reasonable adjustments
- Protected characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)

We also collect the following information for managing staff health and wellbeing:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Genetic information
- Health information
- Sexual orientation information

Our lawful bases for collecting or using personal information as part of managing staff health and wellbeing are:

- Consent
- Contract
- Legal obligation
- Reasons of substantial public interest
- Legitimate interest: Information is collected to ensure that we can best support individual needs and requirements.

### **Where we get personal information from**

We collect your information from the following places:

- From staff members or volunteers directly
- Employment agency
- Referees (external or internal)
- Security clearance providers
- Occupational Health and other health providers
- Pension administrators or government departments (eg HMRC and DWP)

### **How long we keep information**

Usually, we only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or

disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some cases we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. For example, because we are a charity that works with children and vulnerable adults we may need to keep information for longer (and in some cases indefinitely) to help us comply with our legal and safeguarding obligations.

Further information regarding retention and our retention schedule can be found in our Retention Policy.

### **Who we share information with**

In some circumstances, we may share information with the following organisations:

- HMRC
- Organisations we need to share information with for safeguarding reasons
- Professional or legal advisors
- Financial or fraud investigation authorities
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with
- Emergency services (where necessary)

### **Data processors**

We outsource for the purpose of:

- Cloud based services
- Payroll
- IT
- Financial accounting
- HR

### **Use of cookies**

The charity complies with cookie regulations by informing you about the use of cookies on our website and obtaining consent where necessary.

Our website is built using WordPress. Their cookie policy can be found here: [Cookie Policy | WordPress.org English \(UK\)](#)

We display a message regarding cookies / privacy on our website and also within this Privacy Notice.

## **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact [info@firststaruk.org](mailto:info@firststaruk.org)

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purposes of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations

If you want to exercise any of the above rights, please contact [info@firststaruk.org](mailto:info@firststaruk.org)

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [info@firststaruk.org](mailto:info@firststaruk.org). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern via [info@firststaruk.org](mailto:info@firststaruk.org) in the first instance.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information

### **How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

**Linked policies**

Please also refer to our Data Protection Policy, Retention Policy and Appropriate Policy Document.

**Version Control - Approval and Review**

<b>Version No.</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Main Change</b>	<b>Review Period</b>
1.0	Diarmuid Molloy	29 October 2024	New policy format approved	Annually