

Further Privacy Information for Julian House Staff

To work as a member of staff at Julian House we will need to collect, share, and store personal information relating to you.

What information do we hold about you?

The information we hold about you would normally include the following:

- Basic personal information: Full name, date of birth, nationality, National Insurance number, passport number, driving licence
- Contact details: postal address, email address, telephone number
- Bank account details
- Diversity information: Ethnicity, gender, religion, disability, and sexual orientation
- Physical and mental health & medical information
- Details of lived experience (if relevant)
- Next of kin/emergency contact details
- Details of your qualifications, skills, previous employment history and employer references
- The results of DBS checks and documentation for DBS check e.g. bank statements, HMRC documents
- CCTV images (from our accommodation and offices)
- Photographs, videos and audio recordings (only with your consent)

Where does the information come from?

You may provide the information to us. We may also obtain details from other relevant organisations such as references from former employers or DBS checks.

What information do we record?

Throughout your employment with us we will record information relevant to your role and your performance. Examples of the records we hold are shown below:

- Supervision notes
- Applications and interview notes for other roles
- Sickness history
- Disciplinary or investigation notes.
- Salary information
- Equalities characteristics

Where do we store your information?

We store your data electronically wherever possible on cloud-based servers, either in a staff database system or in SharePoint. Any data obtained in paper format is scanned onto our electronic database and the paper copy is destroyed.

How do we use your information?

We use your data for several purposes, mainly:

- To help you to be your best for both you and Julian House by providing support if you need it and reviewing your performance
- To pay your salary
- To investigate issues that may arise during your employment
- To help manage sickness levels
- To meet our legal obligations for example to ensure that you are entitled to work in the UK
- To assess your suitability for the role
- To defend Julian House against legal claims
- For equal opportunities monitoring.
- To complete employment checks via references and DBS checks

What lawful basis do we use to process your data?

We have a contract of employment with you and so we process your data to fulfil our contractual obligation with you.

There may be an instance when we process your data to protect your life or someone else's. We will only use this basis of processing in an emergency.

Who can view your data?

Your information will be shared within the organisation with the fewest number of people as possible. This would normally include members of the HR team and the Senior managers in your team.

When do we disclose your information to a third party?

We may need to disclose your information to a third party if this is necessary to provide you with support, for example to the Police, health, and emergency services.

We will discuss this with you as we go along and will only act if you have given consent or if we are acting under another basis of processing. If we are using consent, we will review this regularly. You have the right to withdraw your consent. If you wish to withdraw your consent, please contact us.

We will only share your information on a strictly "need to know" basis.

Your Rights

Please see our main Privacy Statement for further information and your rights regarding your data. This can be found on the Julian House website.