

Privacy Notice - Employees

Data controller:

Money Advice Trust

Data protection officer:

Head of Compliance and Risk

Email: DPO@moneyadvicetrust.org

1 Collection and processing of your data

The Trust collects and processes personal data relating to its employees to manage the employment relationship. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

2 Information the Trust collects and processes

The Trust collects and processes a range of information about you. This includes the following:

- Your name, address and contact details, including email address and telephone number.
- Your date of birth and gender.
- The terms and conditions of your employment.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the Trust.
- Information about your remuneration, including entitlement to benefits such as pensions and death in service benefit.
- Details of your bank account and national insurance number.
- A photo of you for your security pass for identification purposes, and other internal communication tools.
- Information about your marital status, next of kin, dependants and emergency contacts.
- Information about your nationality and entitlement to work in the UK.
- Information about any criminal records.
- Details of your days of work and working hours and attendance at work.
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, compassionate leave, career breaks, and the reasons for the leave.

- Details of any disciplinary, grievance or dignity at work procedures in which you have been involved, including any warnings issued to you and related correspondence.
- Assessments of your performance, including probation details, appraisals, performance reviews and ratings, performance improvement plans and related correspondence.
- Information about medical or health conditions, including whether or not you have a disability for which the Trust needs to make reasonable adjustments.

The Trust may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or cover letters; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the Trust may collect personal data about you from third parties, such as references supplied by former employers.

Data is stored in a range of different places, including in your personnel file, in the Trust's HR management systems, the HR drive, and in other IT systems (including the Trust's email system).

2.1 Photos

When you start employment with the Trust, your photo will be taken – the primary purpose of this is for your access pass and is required for security purposes in and around the office and the building itself.

However, your photo is also used on the Trust's HR system and may also be used for HR blogs, the staff intranet, email address and SharePoint / Teams sites or other internal communications shared with employees at the Trust. We will not use this for external purposes.

If you do not wish your photo to be used for use on the HR system, blogs, staff intranet or other internal communication methods (Email, Teams / Sharepoint sites), or you wish to withdraw your consent for use of your photo within these internal communication tools at any time during your employment, please email the HR team at HR@moneyadvicetrust.org and your photo will be removed from the HR system / the intranet, and not used in any blogs or other staff communications.

Please note though that the photo must remain on your access pass for security reasons.

3 Why does the Trust process personal data?

The Trust needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract, pay any expenses incurred by you on behalf of the Trust, and to administer benefits, pensions and insurance entitlements.

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the Trust has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the Trust to:

- run recruitment and promotion processes.
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights.
- operate and keep a record of disciplinary, grievance and dignity at work processes, to ensure acceptable conduct within the workplace.
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes.
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled.
- evaluate and benchmark salaries through the job evaluation process.
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled.
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the Trust complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled.
- ensure effective management of grant and contractual agreements.
- for bids and commissioning purposes
- for production of training certificates
- enable external assessment of our services.
- ensure effective general HR and business administration.
- provide references on request for current or former employees.
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

4 Who has access to your data?

Your information may be shared internally, including with members of the HR team, your line manager, managers in the business area in which you work, Finance, Executive Assistants and IT staff and staff involved in contract administration and commissioning work. This data will only be shared if it is necessary for performance of their roles and for the purposes stated in section 3.

The Trust shares your data with third parties in order to obtain pre-employment references from other employers, or to ascertain Right to Work documents, e.g., with the Home Office Employer Checking Service.

The Trust also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits such as pension and death in service, reward and recognition suppliers, occupational health services, training providers and commissioning bodies.

The Trust's internal job evaluation panel will have access to employee salaries and job descriptions and will share with an external, independent third party who will set salaries against market conditions and the sector.

The Trust may share your data with 3rd party organisations in order to ensure performance against grant or other commissioning agreements and will rely on legitimate interests as the basis for this processing. Where this is done, we will limit data provided, provide anonymously or in other ways that ensure the non-identification of individuals and this will only be used in ways in which you would reasonably expect. When this is done, the Trust will carry out an assessment to ensure that the processing is necessary and balanced against your interest, rights and freedoms. For instance, if salary data is required for a grant agreement, funding or a commissioned bid, we will:

- First try to group roles together so that there is not an identifiable person.
- Use hourly rates where we can.
- Disclose the salary of the proportion of the role being funded rather than the full FTE.

Sometimes though, there are unique roles for projects and funders may need a cost breakdown of specific roles. A Privacy Impact Assessment is conducted to safeguard your data to allow for this and the processing of any data is strictly controlled.

The Trust will not transfer your data to countries outside the European Economic Area.

5 How does the Trust protect your data?

The Trust takes the security of your data seriously. The Trust has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Full details of how the Trust deals with data security can be found in the Data Security Policy.

Where the Trust engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

6 For how long does the Trust keep data?

The Trust will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are as follows:

Data	Retention Period
Name	Duration of employment and 6 years after leaving in the event of reference requests from future employers, or if the individual reapplies for a role in the future
Job Title	Duration of employment and 6 years after leaving in the event of reference requests

	from future employers, or if the individual reapplies for a role in the future.
Start and end dates of employment with the Trust	Duration of employment and 6 years after leaving in the event of reference requests from future employers, or if the individual reapplies for a role in the future.
Payroll number and payroll records	6 years after the end of the income tax year to which the records relate, in line with statutory requirements
Date of birth	Duration of employment and deleted after leave date
Gender	Duration of employment and deleted after 12 months, as Gender Pay Gap reports need to be done in arrears
Terms and conditions of employment	Duration of employment and 6 years after leaving in line with normal limitation period
Details of qualifications, skills, experience and employment history with previous employers (on application form, CV and references obtained)	Duration of employment and deleted after leave date
Interview notes made and questions asked at interview	Duration of employment and deleted after leave date
Salary	Duration of employment and 6 years after leaving in line with normal limitation period
Entitlement to benefits including pension and death in service benefit	Records of pension payments made kept for duration of employment and 3 years after leaving in the event of HMRC query; Death in Service entitlement ceases after leaving therefore records deleted at this time. Other related documentation such as pension application forms or requests to salary sacrifice, plus expression of wishes forms deleted after leaving
Bank account details	Duration of employment and deleted after final payment made after leaving
National Insurance Number	Duration of employment and 3 years after leaving in line with statutory requirements
Marital status, next of kin, dependants and emergency contacts	Duration of employment and deleted after leaving
Nationality and entitlement to work in the UK	Duration of employment and two years after leaving in line with statutory requirements
Information about criminal records	Deleted once spent (during employment) unless relevant to ongoing employment. After leaving, this information is deleted regardless of whether conviction is spent.
Details of days of work and working hours	Duration of employment and deleted after leave date
Details of holiday taken	Duration of employment and 2 years after leaving in line with normal limitation period
Details of sickness absence taken	3 years after leaving in line with normal limitation period. Where absence is as a result of an accident at work, records will be kept for 3 years

	<p>from the date the record was made in line with statutory requirements.</p> <p>Where sickness absence was taken due to pregnancy, this information must be kept for 3 years in line with statutory requirements.</p> <p>Where prospective employers request references that include a request for number of days of sickness absence, this can be provided during the 3 year retention period. Referees that request this information where it exceeds this period will be advised of our data retention policy in this regard.</p>
Details of family, compassionate leave, career breaks	Maternity, Paternity and Shared Parental Leave and Pay information kept for 3 years after the end of the tax year in which the leave took place in line with statutory requirements
Details of any disciplinary procedures including any warnings and associated correspondence	Warnings are rendered 'inactive' after expiry, however records of what occurred are kept. After leaving, information of what has occurred is kept for three years.
Details of any grievance or dignity at work procedures	After leaving, kept for three years
Performance assessments including probation details, appraisals, performance reviews and related correspondence	After leaving, kept for three years.
Information about medical or health conditions, including whether or not you have a disability for which the Trust made reasonable adjustments and any disability leave requests made together with associated correspondence	After leaving, kept for 12 months in line with normal limitation period
Staff photos	Duration of employment, deleted after leaving (unless employee has indicated they do not want their photo used internally or they withdraw consent - see section 2.1)

7 Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the Trust to change incorrect or incomplete data.
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Officer by emailing DPO@moneyadvicetrust.org .

8 Complaints

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner. You can contact the Information Commissioner's Office directly and full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk). This website has further information on your rights and our obligations.

9 What if you do not provide personal data?

You have some obligations under your employment contract to provide the Trust with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the Trust with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the Trust to enter a contract of employment with you. If you do not provide other information, this will hinder the Trust's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

10 Automated decision-making

Employment decisions are not based solely on automated decision-making and will always involve human interaction.