This privacy notice tells you about the information we process about you whilst you are an employee of our organisation, and in some cases after you cease to be an employee. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

**Who are we?**

We are CXK Limited. Our address is The Old Court, Tufton Street, Ashford TN23 1QN. You can contact us by post at the above address, by email at info@cxk.org or by telephone on +44 (0)1233 224244.

The contact details of our Data Protection Officer are:

Gavin Maynard – dataprotection@cxk.org, CXK Limited, The Old Court, Tufton Street, Ashford TN23 1QN, 01233 224244.

**How do we use your personal data?**

**As a general part of your employment**

When you become an employee of CXK Limited we need you to provide a variety of personal information, including your name, address, contact telephone number, date of birth and next of kin. Without this information we will be unable to employ you.

This information is collected to be able to put in place and maintain our employment contract with you, and to allow you to participate in the business activities for which you have been employed.

We are also required by law to take a scan of your passport / work permit in order to confirm your permission to work in this country.

During your employment with us we will generally collect additional information about you to allow us to meet further legal obligations in areas such as equal opportunities monitoring. This may include details of gender, racial origin, disability and trade union membership.

Information about your employment with us is stored and processed within a third party Human Resources system which is based within the European Economic Area (EEA). The provider of this system is contractually bound to provide adequate safeguards over your personal data.

We will keep information about your employment with us for as long as you are an employee, and for a period of seven years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

**As part of your Employment Check (DBS)**

As part of our legal obligations in relation to our service users, employees are required to have a satisfactory employment check (DBS). ID will be copied and kept on your employment file.

This information is collected to allow ourselves to submit an employment check along with information as a general part of your employment.

This information is shared with a third party employment check bureau which are based within the European Economic Area (EEA). The provider of this system is contractually bound to provide adequate safeguards over your personal data.

We will keep information about your employment check for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

**Making sure you get paid and pay the right tax**

As part of our employment contract with you, and to meet our legal obligations to the tax authority, we need to hold details of your salary or wage rate, terms and conditions, benefits, hours worked, tax code, previous earnings and, if applicable, other information to do with overtime, bonuses and pensions.

Without this information we will be unable to pay you.

This information is shared with a third party payroll bureau which is based within the European Economic Area (EEA). The provider of this system is contractually bound to provide adequate safeguards over your personal data.

We will keep information about your pay and benefits for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

**For your pension scheme**

As part of our employment contract with you we need to hold details of your pension contributions.

Without this information we will be unable to pay into your pension.

This information is shared with a third party pensions provider which is based within the European Economic Area (EEA). The provider of this system is contractually bound to provide adequate safeguards over your personal data.

We will keep information about your pension for as long as you are an employee, and for a period of three years after your employment has ended, unless we are required to retain specific information by law.

We do not use the information you provide to make any automated decisions that might affect you.

**For your health and safety**

To meet our legal obligations in the area of health and safety, we hold information about your health, including details of occupational health reports, injuries and sickness. This information is required by law.

This data is shared with a third party occupational health agencies and counselling services which are based in the UK.

Information about you in the area of health and safety will generally be retained for as long as you are an employee, except where we are legally required to keep it for a longer period as specified within the relevant legislation.

We do not use the information you provide to make any automated decisions that might affect you.

**To review and assess your performance at work**

During your employment information may be generated about your performance at work and, in some circumstances, regarding disciplinary action or warnings. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that work is completed to an acceptable standard in support of our business processes.

This information is held locally within the business and is not shared with any third parties.

Performance and disciplinary information is held for as long as you continue to be an employee, and for a period of seven years after the end of your employment, unless it is necessary to defend a legal claim.

We do not use the information you provide to make any automated decisions that might affect you.

**As part of training and development**

As part of training and employee development activities, we may keep records of training courses attended and other learning opportunities, including the nature of the activity and the dates attended. We will use and retain this information on the grounds of our legitimate interest, which is to ensure that adequate training is provided and that our employees are suitably qualified to fulfil their roles within the business.

This information is held locally within the business and is not shared with any third parties.

We also use online training systems to provide training courses.

Online training systems are based within the European Economic Area (EEA). The provider of these systems are contractually bound to provide adequate safeguards over your personal data.

Information about training and development is held for as long as you continue to be an employee, and for a period of one year after the end of your employment, unless we are required to keep it for legal reasons.

We do not use the information you provide to make any automated decisions that might affect you.

**Your rights over your information**

By law, you can ask us what information we hold about you, request to have access to it, and you can ask us to correct it if it is inaccurate.

In those cases where we process your information for contractual reasons, you can ask us to give you a copy of the information.

If you believe we are not using your information lawfully you can ask us to stop using it for a period of time. In some circumstances, you may have the right to ask us to erase your personal data.

To submit a request by email, post or telephone, please use the contact information provided above.

**Your right to complain**

If you have a complaint about our use of your information, we would prefer you to raise in with us in the first instance to give us the opportunity to put it right, but you can also contact the Information Commissioner’s Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF