

Privacy Notice - Staff and Volunteers

Background

RSCM is committed to ensuring your personal information is protected. This privacy notice describes how RSCM, the data controller, collects, uses and protects information relating to our staff and volunteers.

How we collect your information

The information we collect is from your application form, references from third parties and DBS checks. We will also collect your information during your time working with RSCM.

The type of information we hold

The information we may require from you could include name, address, contact telephone numbers, email address, bank details, national insurance number, passport or visa and qualifications. Other information we may acquire during your time working with us could include medical history, emergency contacts, employment contracts and remuneration details, appraisals and absence information. We will also hold information directly linked to your work such RSCM user name, email addresses, email and written documentation.

How we use your information

We process personal data relating to those we employ to work at RSCM for the lawful purpose of fulfilling the employment contract and to enable individuals to be paid. In addition, we process information of staff and volunteers for the following legitimate business interest:

- To control access to RSCM equipment and information.
- To manage and communicate with staff and volunteers.
- To support the work of the RSCM.

Who we will share your information with

We are required, by law, to pass on some of this personal data to:

- HMRC
- DWP
- Our suppliers who manage some of our IT and web services.
- Where your role requires it, we will share your information with the Disclosure and Baring Service to comply with Safeguarding Vulnerable Groups Act 2006.

Storing your information

Your personal information will be stored in paper files and on systems owned or operated by RSCM and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

Retention

We will retain your personal information in accordance with legal and regulatory requirements which can be found in the retention schedule of our Privacy Policy.

How you can access your information

You have the right to request access to the information we hold about you. To make a request for your personal information, please contact enquiries@rscm.com.

Your Rights

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- have inaccurate personal data rectified;
- request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.co.uk.

How we will tell you about future changes to this privacy notice

Any changes we make to our privacy notice will be communicated to all staff and volunteers by email. A copy of the privacy notice is available to all staff and volunteers via the RSCM website.

How to contact us

If you have any questions or concerns about our use of your personal information, please email enquiries@rscm.com.

Note: Privacy Notice and Privacy Policy to be read during Induction Process