



**Woodside Group
Employee Privacy Notice**

We at Woodside Group take our data protection responsibilities seriously and would like to inform you about what we intend to do with personal data that relates to you.

We use our HR records, which contain personal data relating to each one of our employees, for HR administration, including payment of salaries and arranging employment benefits pursuant to the contract of employment between us. To pay salaries we require bank account details, information about deductions from salary such as tax and national insurance due or student loans and we keep records of other employment benefits enjoyed by our colleagues as well as a record of annual leave.

We also maintain records of training for CPD and professional development purposes. Records will include performance management details, including comments made by your Line Manager, also details relating to Disciplinary processes, Capability processes and Grievances processes, should they arise.

Categories of personal data we hold	Lawful basis for processing	Lawful basis for processing definition
Application forms and CVs	Legal Obligation and Contract	<p>A) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.</p> <p>(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.</p> <p>(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).</p>
DBS checks,	Legal Obligation and Contract	
Health information	Contract	
Fit notes	Legal Obligation and Contract	
Education and qualifications	Legal Obligation and Contract	
Address and contact details	Legal Obligation and Contract	
Copies of: proof of address,	Legal Obligation and Contract	
Copies of proof of right to work document e.g., birth certificate; marriage certificate	Legal Obligation and Contract	
Work history	Legal Obligation and Contract	
Passport numbers	Legal Obligation and Contract	

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Criminal convictions	Legal Obligation and Contract	<p>(d) Vital interests: the processing is necessary to protect someone's life.</p> <p>(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</p> <p>(f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)</p>
Driving licence details and traffic offences	Contract	
Bank account details	Contract	
Training records	Legal Obligation and Contract	
Car insurance details	Contract	
Disability for reasonable adjustment	Legal Obligation	
Performance reviews and appraisals,	Contract	
Car registration details	Contract	
Absence details (e.g. maternity, unpaid leave),	Contract	
Emergency contact details	Vital Interests	
Photos	Legitimate Interests	
Videos	Consent	
Disciplinary	Legal Obligation and Contract	
Grievance	Legal Obligation and Contract	
Safeguarding	Legal Obligation and Contract	

We hold details of persons associated with you such as next of kin and your GP. We need these records to maintain up to date records. We respect the rights of data subjects by holding the minimum information required to meet our purpose.

We also process employee personal data to monitor and promote equal opportunities, reasonable adjustments and diversity in the workplace which is a legal requirement for the business.

We consider that our HR records include information you might reasonably expect a business to hold. This includes name and contact details, information to establish identity such as passport details, National Insurance number, tax reference and date of birth. All the information we hold about you is required to provide the staff benefits under the contract of employment and to meet our legal obligations.

During the period of employment we may require information about our employees' health such as absence records, self-certification forms, return to work interview forms, fit notes, occupational health reports and medical declaration forms.

To meet legal obligations on us as an employer, we hold current driving licence details and information about traffic offences, and details of your right to work in the UK as applicable. In order to verify your driving license and capability to drive for the role, we share your data with the DVLA and they also provide us with information about your driving license and any driving offences you might have. The DVLA share details from your DVLA record and your

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National Insurance number with other government departments (HMRC and DWP) to check your identity.

We are required to disclose information to organisations associated with employees including the DfE, Child Support Agency, HMRC, the Courts, the Home Office in connection with residence permits, solicitors and the employee themselves. At your request we will provide references for mortgages and landlords.

We also share data with organisations associated with us such as our auditors, Ofsted, our payroll service provider, the financial adviser associated with our pension scheme and the pension provider. We share data relating to employees with these organisations to administer employment benefits.

Following the introduction of the Coronavirus Act 2020, and the temporary closure of education provisions, Woodside Group introduced their online learning platform and live video calls. The retention of recordings are held securely for the purpose of safeguarding and quality assurance.

Information on our specific data retention periods can be found in our [Data Retention Policy](#) We will keep a summary of dates employed and job title indefinitely so that we can provide an employment reference at your request.

Most of the information we hold about our colleagues is provided by them and agencies associated with them such as HMRC, the Child Support Agency, Courts, previous employers and referees.

Some information is created during your employment on our behalf by organisations that provide services to us such as pension providers, Independent Financial Advisor, insurance brokers, Occupational Health Advisor, your Line Manager. This information is not from publicly accessible sources.

We may publish personal data relating to you if the job requires it. You can read more about the publication of employee personal data in our company Publication of Employee Personal Data Policy.

Data retention:

We will keep personal data as long as we are legally required to and in compliance with data protection legislation. It will always be securely destroyed.

Your data protection rights

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we

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do not require it to meet a legal obligation. You can also request or restriction of processing so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Data Protection Officer (Data Protection Education) but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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