

Staff and Volunteers privacy notice

Khpalwaak Ltd

- t/a Khpalwaak IT Solutions
- t/a Khpalwaak Skills Academy

This privacy notice tells you what to expect us to do with your personal information when you work for us.

Contact details

Telephone

02080513842

Email

info@khpalwaak.co.uk

trainings@khpalwaak.co.uk

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender

- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Marital status
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use

We also collect the following information for **staff recruitment, administration and management**:

- Biometric information

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Consent
- Legal obligation

Salaries and pensions

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)

- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details
- Payroll records
- Tax status

We also collect the following information for **managing salaries and pensions**:

- Biometric information (where used to identify someone)

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Consent
- Legal obligation

Staff health and wellbeing

We collect or use the following personal information for **managing staff health and wellbeing**:

- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)
- Accident at work records

We also collect the following information for **managing staff health and wellbeing**:

- Biometric information (where used to identify someone)

Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent
- Legal obligation

Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly
- Employment agency
- Referees (external or internal)
- Pension administrators or government departments (eg HMRC and DWP)
- Public sources (eg LinkedIn or other websites)
- CCTV images (from your landlord's or your own CCTV systems)

How long we keep information

- 3 to 6 years or as required by local authorities

Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC and local authorities

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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31 July 2024