

# Barmulloch Community Development Company

## Privacy Notice

### Our contact details

Name: Company Secretary

Address: 54 Quarrywood Road, Glasgow G21 3ET (SCO36648)

Phone Number: 0141 5331056

E-mail: [contact@bcdcglasgow.co.uk](mailto:contact@bcdcglasgow.co.uk)

### What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics, for example, name, title, address and contact details, including email address and telephone number;
- Date of birth;
- Gender;
- The terms and conditions of your employment;
- Details of your qualifications, skills, experience and employment history, including start and end dates, previous employers and with the Company;
- Information about your remuneration, including entitlement to benefits such as pensions;
- Details of your bank account, tax status and national insurance number;
- Information about your nationality and entitlement to work in the UK;
- Copy of driving licence (if required for post);
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, and the reasons for the leave;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including appraisals, training you have participated in, performance improvement plans and related correspondence;
- CCTV footage and other information obtained through electronic means e.g. swipe card records/security pass.

We may also collect, store and use the following special categories of more sensitive personal information:

- Information about medical or health conditions, including whether or not you have a disability for which the Company needs to make reasonable adjustments;
- Information about your criminal record.
- Members - Personal identifiers, for example, name, title, address and contact details, including email address and telephone number from members list;
- Date of birth;
- Gender;
- Activities attended

### How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Staff:

- To meet its obligations under your employment contract;

- To meet our legal obligations for example check an employee's entitlement to work in the UK or for certain positions to carry out a criminal records checks to ensure individuals are permitted to undertake a particular role.
- A legitimate interest in processing personal data before, during and at the end of the employment relationship.
- To meet our obligations under our organisations objectives and purposes for membership as outlined in our constitution;
- To meet our health and safety obligations re age appropriate activities;
- To provide anonymised personal data for statistics for the various activities/facilities run by the company to our funders.

We also receive personal information indirectly, from the following sources in the following scenarios:

- The application and recruitment process;
- References supplied by former employers;
- Information from criminal records checks permitted by law

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Company Secretary:
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to:

- Make decisions about recruitment and promotion;
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in an emergency), and records of employee contractual and statutory rights;
- Check you are legally entitled to work in the UK;
- Gather evidence for, and keep a record of, disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- Pay you and, in the case of employees, make deductions for tax and national insurance and pension where applicable;
- Make decisions about salary reviews and compensation;
- Keep records of training and development requirements;
- Operate and keep a record of absence and absence management procedures to ensure that employees are receiving the pay or other benefits which they are entitled;
- Ascertain your fitness to work;
- Operate and keep records of other types of leave e.g. maternity, paternity, adoption, parental and shared parental leave. To ensure the company complies with statutory requirements;
- Provide references on request for current or former employees.

We may share this information internally with Board, Staff, Sub-groups, payroll, pensions.

## **How we store your information**

Your information is securely stored at Barmulloch Community Development Company.

We keep both electronic and hardcopies of personal data for the legally required time period. We will then dispose your information by secure deletion.

### **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 information.

**Your right to rectification** - You have the right to ask us to rectify information 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 information in certain circumstances.

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

**Your right to object to processing** - You have the 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 information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us in writing using the details above if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113