PRIVACY NOTICE FOR SPORT ABERDEEN EMPLOYEES (INCLUDING FIXED TERM, CASUALS, ZERO HOURS, APPRENTICES, WORK PLACEMENT AND PROSPECTIVE EMPLOYEES)

What we need

Sport Aberdeen is the "Controller" of the personal information that you provide to us as your employer or prospective employer.

As you wish to / have entered into a contact of employment with us, we will collect, store and use the personal information that you provided to us in your covering letter / email, application form, CV and associated documents. We may ask you for additional personal information during your employment, which shall be collected, stored and use in accordance with this privacy notice.

Personal data may include some or all of the following:

- Personal contact details including name, address, mobile / telephone number and personal email address;
- Date of birth;
- Gender;
- Marital status and dependents;
- Next of kin and emergency contact details;
- Government ID numbers e.g. national insurance, driving licence or other identification card number;
- Bank account details and payroll information;
- Salary, annual leave and other benefit information;
- Compensation history;
- Performance information;
- Disciplinary and grievance information, where applicable;
- Pension and insurance enrolment information;
- Start date and job title;
- Location of employment;
- Education and training;
- Employment records (including professional memberships, references, work history and proof of work eligibility);
- Photograph;
- Other personal details included in a CV or cover letter that the employee has otherwise voluntarily provided;
- Information about your use of our IT, communication and other systems, and other monitoring information; and
- Details of your use of business-related social media eg LinkedIn;
- Your use of public social media.

Some of the above categories may not apply to you if you are an independent contractor, agency worker, volunteer or a work placement.

Special categories of personal data may include the following:

- Racial or ethnic origin;
- Trade union membership; and

- Health data.

Why we need your personal information – contractual obligations
We need to process our employees' personal information to perform our obligations as your employer under your employment **contract**. We will use our employees' personal information to:

- Administer our payroll and report your earnings, benefits and expenses to HMRC;
- Manage our pension schemes by enrolling employees into the North-East Scotland Pension Fund or Aviva Insurance (Stakeholder or Auto-Enrolment), as appropriate;
- Manage our employee benefits packages;
- Maintain records of your performance at work, including performance development reviews, disciplinary and grievance procedures, compromise agreements, training courses, qualifications etc;
- Maintain records on annual leave, sickness, maternity leave, paternity leave, jury service notice, etc;
- Maintain records of driving licences, penalty points, car insurance and vehicles;
- Manage mobile phone contracts;
- Managing shift patterns and rota management.

Why we need your personal information – employment law
We are under a **legal obligation** to process certain personal information relating to our employees for the purposes of complying with our obligation under employment law.

Where employees meet the relevant criteria for working with children and young people and vulnerable adults, we are also under a **legal obligation** to process certain personal information relating to our employees for the purposes of complying with the Protection of Vulnerable Groups (Scotland) Act 2007. This is to check that employees can undertake regulated work with children and vulnerable adults.

We may be required to process criminal records information, including the results of Disclosure and Barring (DBS) checks.

In some circumstances we are under a legal obligation to process certain personal information as part of Sport Aberdeen's responsibilities under the Children (Scotland) Act 1995.

If you have an accident or industrial injury at work, we are under a legal obligation to report this to the Health and Safety Executive under the Health and Safety at Work etc Act 1974 and the Reporting of Injuries and Dangerous Occurrences Regulations (RIDDOR) 1995.

Why we need your personal information – legitimate interest
We have a **legitimate interest** in processing certain personal information relating to emergency contact details of a family member or friend for the purposes of contacting them in the event you have an accident or become seriously ill at work.

We may be required to process your personal information for establishing, exercising or defending legal claims.

Why we need your personal information – health and social care
We may be required to process personal information relating to your health / occupational health in order to assess your working capacity as an employee of Sport Aberdeen.

Why we need your personal information – equality of opportunity or treatment

We are required to use our employees' personal information relating to your gender, disability, ethnicity, salary etc for equality monitoring purposes and gender pay gap reporting purposes.

We will process such personal information through aggregated and anonymised reports to identify and keep under review the existence or absence of equality of opportunity or treatment and gender pay gap between groups of people within the same category within our company.

We will use this personal information to consider and provide any reasonable adjustments as required under the Equality Act 2010.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations, including tax, NI and for the purposes of safeguarding children and vulnerable adults. This includes HMRC, the Health and Safety Executive (HSE), Disclosure Scotland, Police Scotland, Sheriff Courts, Aberdeen City Council, DVLA.

We will share your personal information with other organisations for the purpose of administering our payroll and pension schemes – ADP, North East Scotland Pension Fund (NESPF), Aviva Insurance, trade unions and Give as You Earn (GAYE).

We will share your personal information with other organisations for the purpose of administering annual leave, sickness and training records – YouManage, Plan Day, RLSS, Tennis Scotland, Scottish Swimming, Just Go Membership System, Leisure Force.

We will share your personal information with Snowsports Aberdeen Club for the purpose of managing coaching programmes.

We will share your personal information with other organisations for the purpose of managing our employee benefits packages – 4Me administered by Barnett Waddingham.

We will share your personal information with our professional and legal advisors for the purpose of taking advice – WorkNest Employment Lawyers.

We will share your personal information with our mobile phone provider for the purpose of work-related mobile phone provision - Vodafone.

We will share your personal information with other organisations for the purpose of driving a Sport Aberdeen vehicle, your own vehicle and carrying passengers for checking legality to drive (driving licence, MOT certificate, car insurance) - DVLA

Sport Aberdeen uses third-party suppliers to provide services (identified above) who may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purpose/s and take reasonable steps to ensure that recipients only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic / manual filing system and our servers are based in Aberdeen, UK. They are accessed by our staff for the purposes set out above.

Where your personal information is transferred out with the European Economic Area (EEA), we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long do we keep your personal information?

For prospective employees who are unsuccessful in securing employment we will keep your information for a period of up to 12 months.

We will only keep your personal information for as long as necessary to comply with our employment law obligations (6 years for posts not subject to disclosure checks, 25 years for posts subject to disclosure checks). We will review and possibly delete your personal information following a period of 2 years after you have ceased to be employed by us.

We will keep certain personal information of employees for longer in order to confirm your identity, when you were an employee of Sport Aberdeen and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against Sport Aberdeen.

Your rights

You can exercise any of the following rights by writing to us at Sport Aberdeen, Broadfold House, Broadfold Road, Aberdeen, AB23 8EE or electronically to subjectaccessrequest@sportaberdeen.co.uk

Your rights in relation to your personal information are:

- You have a right to request **access** to the personal information that we hold about you by making a "subject access request";
- If you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we **correct or complete** your personal information;
- You have a right to request that we **restrict processing** of your personal information for specific purposes; and
- If you wish us to **delete** your personal information, you may request that we do so.

Any requests received by Sport Aberdeen will be considered under applicable data protection legislation.

If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

For further information go to:

W www.sportaberdeen.co.uk
E: subjectaccessrequest@sportaberdeen.co.uk
T: 01224 507744