

Privacy notice - SASH referees

This privacy notice was last updated in July 2024.

Introduction

SASH is committed to keeping your information secure and processing it in accordance with our legal responsibilities under the UK GDPR and the Data Protection Act 2018.

SASH has 'Cyber Essentials' certification, which is a government backed scheme. It shows SASH are compliant with a number of security measures to protect against cyber-attack.

This privacy notice applies to those acting as referees for host applicants, job applicants or trustee applicants to SASH.

Who we are

Safe and Sound Homes is a registered Charitable Incorporated Organisation (CIO) (charity number 1054890).

SASH's registered address is IT Centre, Innovation Way, Heslington, York YO10 5NP
Telephone 03300 562259 or email info@sash-uk.org.uk

SASH is registered with the Information Commissioner's Office under registration reference: Z956107X.

When we process information and our lawful basis for processing

When someone applies either to host, volunteer or work for SASH or to act as trustee, we ask for names and contact details for referees.

If you have been asked to provide a reference for SASH then under the UK GDPR our lawful bases for processing your information are: consent and legitimate interest.

What information we ask for and why

As well as your name and contact details as provided by the applicant we ask for information to help us assess the suitability of the applicant for their role. For example

- If you are providing a personal reference for a host applicant, we will ask you for your opinion about their suitability as host(s), including their skills, attitude and personal qualities as they might relate to hosting.
- If you are providing an employment reference for a host applicant, we will ask you for any safeguarding issues concerning the applicant, any disciplinary action within the last two years, and why the applicant left (if this applies).
- If you are providing a health reference for a host applicant, we will ask you about any past or current physical or mental health issues that could affect their role as host.
- If you are providing an employment reference for a job applicant, we will ask you about: any disciplinary action within the previous two years and where the disciplinary sanction is still current; how many days absent for sickness in the previous two years; whether there any safeguarding concerns including any disciplinary procedure relating to the safety and welfare of children, young people or adults at risk.

- If you are providing a professional reference for a trustee applicant, we will ask you about their skills, attitude and experience as they might relate to the role, as well as knowledge of anything that might make them unsuitable for the position.

Where we store your information and third-party processors

If you agree to providing a reference, it will be stored securely as part of the applicant's record. SASH stores records on Microsoft 365 which includes SharePoint (file storage and sharing) and Outlook (email) and on the SASH database (hosted by Salesforce and maintained by Real Systems).

The information will not be used for any other purpose other than that for which it is intended (assessing suitability of the applicant).

Who we will share your information with

References are confidential and will not be shared with the applicant. (This is an exemption under the UK GDPR.)

In the event of an unsatisfactory reference being received, we would ask the applicant to contact you direct if they wanted to know more about the nature of the reference.

If the reference is satisfactory, we will tell them so.

How long will SASH keep personal data for?

If a host applicant subsequently does not host for SASH, their application (including your reference) will be archived on the database and kept securely for 3 years. After this time, your reference will be deleted. Otherwise, a record of their application, references and hosting will be kept indefinitely, as a requirement of our insurers.

If a job applicant subsequently does not start work for SASH, their application (including your reference) will be kept securely for one year and then deleted. Otherwise, their application, references and other HR records will be kept for 6 years after the tax year in which they leave SASH.

If a trustee applicant subsequently does not become a trustee for SASH, their application (including your reference) will be kept securely for one year and then deleted. Otherwise, their application, references and any other records of trusteeship will be kept for 6 years after the tax year in which they cease to be a trustee for SASH.

Concerns or queries about how we use your data

You have the following rights in relation to your data:

Right to access – the right to request a copy of the information we hold about you. We will not charge you to provide you with this information.

Right to correct – the right to have your data rectified if it is inaccurate or incomplete. It may be more appropriate to record the correction alongside the historical information.

Right to erase – the right to request that we delete or remove your data from our systems.

The right to restrict use of your data or object to processing – the right to request that we limit the use of your data or stop processing your data.

Whilst these rights are not absolute, SASH will always act within the law as set down by the UK GDPR, the Data Protection Act 2018 as well as SASH policies. If we cannot comply with your request, we will tell you the reason why.

For general information about your rights see www.ico.org.uk/for-the-public.

If you want to exercise your rights with respect to your data, or if you would like to know more about how SASH processes your data, please contact the Chief Executive in the first instance or ask for our Subject Access Request policy.

You have the right to make a complaint to the Information Commissioner's Office (ICO). See www.ico.org.uk/make-a-complaint for how to do this.

Written/Updated By	Systems Lead Officer	Approved By	Chief Executive
Date of Approval	July 2024	Review Period	12 months
Date of Last Review	May 2022	Date of Next Review	July 2025