

## Privacy notice - SASH staff and job applicants

This privacy notice was last updated in July 2024.

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 notice applies to job applicants and SASH employees.

### 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](mailto:info@sash-uk.org.uk)

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

### When we process information and lawful basis for processing

When you apply to SASH as a job candidate, we process the information you provide in order to assess your suitability for the vacancy, to carry out an interview where offered, and to make an offer to the suitable candidate subject to further references / checks. Under the UK GDPR our lawful basis for processing your information is consent.

If you are employed by SASH we process information about you in order to fulfil our legal obligations as an employer. Our lawful basis for processing your information as an employee is contract and legal obligation.

### What information we ask for and why

SASH asks for the following information as part of the recruitment and selection process:

- Your name and contact details
- employment history including current employment and/or any voluntary activity
- education, qualifications, training and any professional bodies that you are a member of
- abilities, skills and knowledge and experience as relevant to the post
- any offending history (or other information relating to safeguarding) that you disclose
- contact details for two referees
- health and disability information in order to help decide if you can carry out a task that is an essential part of the role, and to support you with any reasonable adjustments needed in the selection process including to attend interview.

Under UK GDPR some of the information we ask for and process is classed as 'special category data'. Specifically, this is information relating to:

- Criminal convictions. Our lawful basis for processing this is public interest' together with 'Safeguarding of children and individuals at risk' under the Data Protection Act 2018 (Schedule 1, Para 18).
- Safeguarding concerns or investigations concerning staff member's family, partner or others within the household (see later). The basis for processing this data (with or without the consent of the individual concerned) is the same.
- Disability as it relates to reasonable adjustment. Our legal basis for processing this is 'employment, social security and social protection' together with 'equality of opportunity or treatment'.

If we are making an offer of employment to you, you will also be asked for information regarding any physical or mental health condition that may affect your ability to fulfil the role, in order to put in place reasonable adjustments and support.

If you are employed by SASH, you will also need to provide the following at the start of your employment:

- Confirmation of contact details
- Date of birth
- National insurance number
- Bank details
- Information relating to PAYE in order to set you up with the correct tax code (such as tax paid in current tax year and student loan repayments)
- Proof that you have the right to work in the UK (either a copy of your passport, or birth certificate and NiNo card or via the online verification process)
- Proofs relating to driving if your role requires this (details of your driving licence and any endorsements, a copy of your insurance and your car registration) in order to make annual driving checks on your driver's licence, insurance, MOT and emissions tax
- Original copies of any qualification or membership of professional bodies that you include in your application
- Next of kin name and contact details (in case of emergency)

During your employment we will record and maintain the following:

- Supervision and appraisal notes
- Training record
- Performance record
- A record of holiday, sickness or other leave
- Disciplinary or grievance record or of any complaints made against you or by you
- Records of any other HR related matters as appropriate

In your role with SASH, records will be made that include identifiable information including your name, email address and job title. This includes communications with partners, volunteers, donors or young people, as well as a log of the work you carry out for SASH.

### **Where we store your information**

Your information is kept securely on Microsoft 365 which includes SharePoint (file storage and sharing) and Outlook (email), and on Breathe HR. Access to HR files is restricted to your Line Manager and the Chief Executive (the Head of Operations has access in their role as Deputy Chief Executive). The Finance Manager and Business Support Manager have limited access as appropriate.

## Sharing information and third-party processors

Any offer of employment with SASH will be subject to two references and a DBS check. We will share information in order to carry these out.

- Your name is shared with your referees as provided, asking about your suitability as an employee.
- Depending on the level of DBS required for your role, your name and email address will be shared with First Advantage (the company we use to process Enhanced DBS on our behalf) in order to carry out a DBS check. They will email you direct to complete the DBS application. If the DBS discloses anything such as a criminal conviction, SASH will be notified that this is the case, and ask you to share this with us from the DBS certificate you receive. We will record that the DBS has been completed and the outcome. If any convictions are recorded, we will keep a record of this and what decision was made about your suitability for the role.
- If your role only requires a Basic DBS, you will be asked to complete this yourself through the gov.uk website and then share the certificate with SASH. This is required to be renewed every 3 years.
- If required as part of your role, your details will be shared with Ofsted, our regulatory body

As an employer SASH uses a number of third-party processors and shares information about employees in order to carry out their function as your employer. These include (but are not limited to):

- Disclosure and Barring Service. Staff requiring an Enhanced DBS are asked to register with the Disclosure and Barring Service update service. SASH will then make a yearly check on staff DBS using the update service
- First Advantage if an Enhanced DBS needs to be redone
- Breathe HR (for logging leave, supervision, emergency contacts etc)
- Azets (payroll providers)
- HMRC
- The Pension's Trust
- Epay (for payslip information)
- Sage (which includes details of payments made to you but not bank or payroll details)
- CAF Bank (which includes your name and bank details for payroll or expenses)
- York Science Park (office fobs and parking permits for York staff)
- Amazon and similar (where agreed, delivery of office supplies to your home address)
- External auditors in order to check that SASH are complying with the law applicable to SASH's activities (usually as a sample of employee records such as right to work checks or salaries paid)

In addition you will be allocated a Microsoft licence which will give you access to word, excel and Outlook etc, as well as a SASH email account, Teams, and SharePoint (file storage). You will also have licences (where applicable to your role) for the SASH Salesforce database, Outcome Star, Wildix phone system etc. These and any other online systems you are required to access on behalf of SASH will be linked to your SASH email and will not require sharing personal data.

In the case of allegations or investigations regarding safeguarding made against you, your information may be shared with the Local Authority Designated Officer (LADO) or other

organisation concerned with safeguarding, and where considered proportionate and necessary, with Commissioners, Ofsted and the Charity Commission.

Where SASH require staff to inform them of any safeguarding concerns or investigations regarding members of their family, partner or others within the household (as detailed in the Safeguarding Code of Conduct) this information will be recorded by SASH in order to risk assess their role and working practices, and may be shared for the purposes of safeguarding with external agencies as above.

### **How long will SASH keep your personal data for?**

If your application to work for SASH is not successful, we will keep a record of your application for 12 months. After this time it will be deleted from our files.

If you are employed by SASH, all records relating to your employment will be kept for 6 years after the end of the tax year in which your employment ceases.

Any records relating to your professional role could be kept longer than six years. For example, a record of SASH placements will be kept indefinitely as a requirement by our insurers, and are likely to include assessments and case notes referencing or written by named professionals.

### **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. SASH does not charge individuals to provide 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 UK law as well as UK GDPR, the Data Protection Act 2018 and SASH policy. 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](http://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](http://www.ico.org.uk/make-a-complaint) for how to do this.

<b>Written/Updated By</b>	Systems Lead Officer	<b>Approved By</b>	Chief Executive
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<b>Date of Last Review</b>	December 2023	<b>Date of Next Review</b>	July 2025