

# Our Privacy Notice Employees & Job Applicants

October 2023 (review date October 2026)



We take your privacy seriously and we ask that you read this privacy notice carefully as it contains information on what we collect about you, what we do with your personal data and who your information might be shared with. We comply with all relevant data protection laws, including the UK General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this.

This notice explains what information we collect when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will process your personal data.

## About us

We are a registered Data Controller with the Information Commissioner's Office (ICO), [www.ico.org.uk](http://www.ico.org.uk), for any personal data you provide to us (Registered No. Z6608328).

We are registered with the following:

- Registered Scottish Charity No.SC040876
- Registered with the Scottish Housing Regulator No.197
- Registered Property Factor No.PF000261
- Registered Society - Co-operative & Community Benefit Societies Act 2014 No.1798RS

If you have any questions about this privacy notice, please contact:

[info@tollcross-ha.org.uk](mailto:info@tollcross-ha.org.uk) | [www.tollcross-ha.org.uk](http://www.tollcross-ha.org.uk) | 0141 763 1317

Tollcross Housing Association, 868 Tollcross Road, Glasgow, G32 8PF

Our Data Protection Officer contact details are: [info@rgdp.co.uk](mailto:info@rgdp.co.uk) | 0131 222 3239

RGDP LLP, Level 2, One Edinburgh Key, 133 Fountainbridge, Edinburgh, EH3 9QG

## What information we collect

We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including employment agencies, Government agencies and previous employers).

- Name, address, telephone number, e-mail address, and any other contact information.
- National Insurance number.
- Next of kin and emergency contact details.
- Date of birth and sex.
- Protected characteristics data, as defined by the Equality Act 2010.
- Personal characteristics such as gender and ethnic group.
- Qualifications, references, employment history, and professional memberships.
- Absence and medical information.
- Pension, personal tax, and bank account information.



Get in touch

Tel 0141 763 1317 | [www.tollcross-ha.org.uk](http://www.tollcross-ha.org.uk) | [info@tollcross-ha.org.uk](mailto:info@tollcross-ha.org.uk)  
Tollcross Housing Association | 868 Tollcross Road | Glasgow | G32 8PF

Registered Scottish Charity No.SC040876 | Registered with the Scottish Housing Regulator No.197 | Registered Property Factor No.PF000261 | Registered Society under Co-operative and Community Benefit Societies Act 2014 No.1798RS

## Why we collect your data

We collect and use the above information and personal data for:

- Administration of contracts of employment
- Payment of salaries
- Recruitment and selection
- Pensions and associated benefits, appraisal, training and development
- Membership of professional bodies

## How we collect information

We collect information including personal data about you when:

- Apply for a job with us via application forms, references, and other relevant pre-employment checks (e.g. criminal record and medical records).
- Enter into a contract of employment with us (through relevant employment policies, such as managing attendance, performance management, etc.)
- Provide us personal data, for any business reason.
- We may also receive relevant information from a third party which may impact your engagement with us, as an employee or potential employee.
- Our lawful basis for collecting data may be based on consent, legitimate interest, public task, legal obligation, vital interest.
- When we are handling information that is sensitive, known as special category, we may use additional lawful basis such as employment, explicit consent, vital interest or legitimate interest.

## Sharing of Your Information

We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To manage your employment or potential employment with us;
- To process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension; and
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

## What are the lawful bases for us processing your personal data?

Under the UK General Data Protection Regulation, the lawful bases which we rely on for processing this information are:

- We have your consent
- We have a contractual obligation, including pre-contractual negotiations
- We have a legal obligation
- We have a vital interest
- We have a legitimate interest
- Where we are undertaking a public task

## Special categories of personal data

Special categories of personal data means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purposes of uniquely identifying you.

The "special categories" of sensitive personal information referred to above require higher levels of protection. We need to meet additional legal requirements for collecting, storing and using this type of personal information.

## Transfers outside the UK

Your information will only be processed within the UK, except where international transfers are authorised by law.

## Security

Your information will only be stored within the UK, other than where international transfers of personal data may legally take place, in accordance with Chapter V of the UK General Data Protection Regulation.

When you give us information, we take steps to make sure that your personal information is kept secure and safe. This includes ensuring there is appropriate security for all locations that data is stored and we ensure that these measures are tested on a regular basis to ensure compliance.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our Data Protection and Data Retention Policy.

## How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law / best practice or as set out in any relevant contract we have with you. Our full retention guidelines are available on our website, or a copy can be requested from our registered office.

## Your rights

Under data protection law, you have certain data subjects' 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 personal 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 personal information in certain circumstances.
Your right to object to processing	You have the right to object to the processing of your personal information in certain circumstances.
Your right to data portability	You have the right to ask that we transfer the personal 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.

## Queries and concerns

If you have any queries or concerns about this notice or our use of your personal information, you can raise these with us by either contacting: [info@tollcross-ha.org.uk](mailto:info@tollcross-ha.org.uk) | 0141 763 1317, or our Data Protection Officer: [info@rgdp.co.uk](mailto:info@rgdp.co.uk) | 0131 222 3239

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint) | 0303 123 1113

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.