



Data Privacy Notice - Employees & Applicants

INTRODUCTION

King's Community Church (otherwise known as "King's") is a "data controller". This means that we are required under the current data protection legislation to notify you of how we will process your personal data, both during the employment relationship and afterwards. This notice explains how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. This notice does not form part of any contract of employment, or other contract to provide services. We may update this notice at any time.

WHAT PERSONAL DATA DO WE COLLECT?

We collect personal data about staff for legal, personnel, administrative and management purposes in order to enable us to meet our legal obligations as an employer.

We also collect, store and use the following "special category" (i.e. more sensitive) personal information:

- Information about your "religious beliefs".

- Information about your health, including any medical condition, health and sickness records.

- We require declaration of unspent criminal convictions as part of the application process and undertake DBS checks for some staff and volunteer roles and so our safeguarding and HR team may collect special category data on criminal convictions. This information is limited to those who need to know it and is only obtained with consent. We also have specific arrangements in the event that people on the sex offender register are employed. This is used for the protection of both parties and in the event of it being required, the use and knowledge of the contract is limited. Information about criminal convictions and offences.

HOW DO WE COLLECT YOUR PERSONAL DATA?

We collect your personal data by various means. At recruitment stage we will have already collected data supplied by you through the application process and we may sometimes collect additional information from third parties, including former employers.

During your employment with us, other personal data will be collected for management purposes and in order to meet our legal obligations as an employer.

HOW DO WE USE PERSONAL DATA?

For the most part we will use your personal data for one of the following lawful bases:

- where we need to perform the contract we have entered into with you;
- where we need to comply with a legal obligation;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. [You must identify and list the legitimate interests.]

There are other rare occasions where we may use your personal data, which are:

- where we need to protect your interests (or someone else's interests).
- where it is needed in the public interest [or for official purposes].

HOW LONG DO WE KEEP PERSONAL DATA?

We will retain your data while the reason for holding it is valid. For safeguarding reasons, a very small amount of personal data obtained for specific purposes is retained indefinitely and review of this data is strictly limited.

YOUR FAILURE TO PROVIDE INFORMATION

We will only ask you to provide information which we believe is necessary for the performance of the contractual employment relationship (for example: bank account details to pay you), or our associated legal obligations (for example: giving salary information to HMRC). If you fail to provide certain information when requested, we may not be able to meet our contractual obligations to you, or we may not be able to fulfill our legal obligations.

WHAT HAPPENS IF WE NEED TO USE YOUR PERSONAL DATA FOR A NEW PURPOSE?

We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason, and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

HOW DO WE USE YOUR SENSITIVE DATA?

Any personal data deemed under the current data protection legislation to be "special category" data will only be used in the following ways:

- in order to comply with employment and other laws when processing and managing situations connected with absences arising in relation to your sickness or family/ dependant related leave;
- to ensure we meet our health and safety obligations towards you and other employment related obligations, we will use information about your physical or mental health or disability status to assess your capability to perform your role, monitor and manage your sickness absence, provide appropriate workplace adjustments and administer health related benefits;
- where it is needed in the public interest, for example: for equal opportunity monitoring and reporting.

There may be circumstances where we need to process this type of information for legal claims, or to protect your interests (or someone else's) and you are not able/ capable of giving your consent, or where the relevant information has already been made public.

DO WE NEED YOUR CONSENT TO USE SENSITIVE PERSONAL DATA?

If we are using your sensitive personal data, in accordance with our written policy to perform our legal obligations or exercise specific rights connected to your employment, in these circumstances we do not need your written consent to use sensitive personal data.

However, in limited circumstances, we may request your written consent to allow us to process your sensitive personal data. For example, your written consent will be required before we instruct a medical practitioner to prepare a medical report. If it becomes necessary to request your consent to process your sensitive personal data, we will provide you with details of the information that we require and why we need it, so that you can decide whether you wish to provide your consent. It is not a condition of your contract of employment with us that you must agree to any request for consent. Giving consent will always be a decision made by your freewill/ choice.

AUTOMATED DECISION MAKING AND PROFILING

We do not use any form of automatic decision-making or profiling.

HOW IS PERSONAL DATA SHARED?

In order to meet our legal obligations connected with your employment relationship, it is necessary to share your personal information with certain third parties such as HMRC, Peoples Pension and other similar entities. We also need to share your data when we have legitimate business reasons for doing so, and also where it is necessary in order to perform your contract.

THIRD PARTY SERVICE PROVIDERS AND SECURITY

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

INTERNATIONAL TRANSFERS

We do not generally share any personal data internationally. The only exception is that King's maintains strong links with charities and churches in other countries and, occasionally, King's staff may volunteer to be part of an authorised King's ministry trip to visit these churches/charities. In those situations, contact data may be shared (with consent) with the appropriate parties.

HOW WE PROTECT YOUR PERSONAL DATA

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees volunteers, and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

KEEPING YOUR DATA UP TO DATE

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

YOUR RIGHTS AND CHOICES

You have the following rights in accordance with your Personal Data and all such requests should be made to in writing to King's Community Church or email data@kings-norwich.com:

Your right to be informed
Your right to access
Your right to rectification
Your right to object

Your right to erasure
Your right to restrict processing
Your right for data portability

WILL I HAVE TO PAY A FEE?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

CONFIRMATION OF IDENTITY

Whenever we receive a request for access to personal data, we always, as a matter of policy, confirm the identity of the person making the request to ensure that we are releasing personal data to the correct person.

RIGHT TO WITHDRAW YOUR CONSENT

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. The request should be made in writing to King's Community Church or email data@kings-norwich.com. Once we receive your notice of withdrawal, we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

IMPORTANT INFORMATION ABOUT THIS PRIVACY NOTICE

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

HOW TO MAKE A COMPLAINT

To exercise all relevant rights, queries or complaints, please write to King's Community Church King Street NR1 1PH United Kingdom or email data@kings-norwich.com. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the: [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

I acknowledge that I received a copy of King's Privacy Notice for employees and that I have read and understood it.

Print Name of employee:

Signature:

Date:

Last updated 24th January 2022 by the GDPR team.