

July 2021

Privacy Notice

Job Applicants & Employee



WHO WE ARE:

This Privacy notice explains what information Eildon Housing Association (“we” or “us”) collects, when we collect it and how we use it. 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. This notice is to make you aware of how we will handle your information.

We are committed to protecting the rights of individuals with respect to the processing of their personal data. We adhere to the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR), as together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z7231896, and we are the ‘Data Controller’ of any personal data that you provide to us.

For the purpose of this document, an applicant is someone applying for any job vacancy within Eildon, and an employee includes but is not limited to the following: anyone who works for Eildon, on work placement, volunteering with Eildon or seconded to Eildon for work.

Any queries relating to this notice and our privacy practices should be sent to our Data & Information Officer at InfoRequests@Eildon.org.uk.

WHAT INFORMATION WE COLLECT

At different stages of the job application and employment process we may collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including employment agencies, pensions services):

Applicant Stage:

- Registration details (including username, email address and password)
- Name
- Address
- Telephone Number
- Email address
- National Insurance Number
- Personal Characteristics such as gender, age, disability, ethnic group, nationality, religion or belief, marital status, language, pregnancy/maternity or care responsibilities, as appropriate.
- Education, Subjects Studied, Grades Obtained
- Training
- Qualifications and professional membership details
- Drivers licence
- Previous employment details such as Job Title, Employer, Dates employed
- Reference details
- Relationship to any current Eildon staff or Board Members
- UK Employment Eligibility

For some of our job roles applicants are requested to complete a rehabilitation of offender’s form. If you are required to populate one of these forms additional personal information will be collected: date of birth, maiden name, address history, offence, date of offence, details of offence, sentence.

Appointment Stage:

- ID documents required for Right to Work in UK and Disclosure Scotland checks if applicable (e.g. Birth Certificate, Passport, Marriage Certificate, Driving Licence, Utility Bill)
- CCTV footage (if you are attending our Selkirk office for interviews etc.)

Employment Stage:

- Information previously collected in application and appointment stage
- Next of Kin and emergency contact details
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension, and benefit information
- Employment information (inc. start date, location of workplace, training records and professional membership)
- Copy of driving licence (if not provided previously), car details and insurance documentation
- Performance Information
- Whistle-blowing, disciplinary and grievance information
- Information obtained through electronic means such as ID swipe card records
- Information about your use of our information and communications systems
- Photographs
- If you are working in our Selkirk office CCTV footage of you entering and leaving the work place

We may also collect, store and use the following 'Special Category' personal information:

- Information about your race or ethnicity, religious beliefs
- Information about your health, including any medical condition, health and sickness records and disabilities
- Trade Union membership
- Information about criminal convictions and offences

Please note: We are currently collecting minimal information for relevant staff about whether they have been vaccinated for Covid-19. You can find further information on this [here](#)

EQUALITIES MONITORING INFORMATION

Our Equalities Policy aims to ensure that individuals are not discriminated against on the ground of gender, disability, race, colour, nationality, ethnic origin, religion, age, sexual orientation, or any other ground that cannot be justified. In order to monitor the effectiveness of the policy, all job applicants are asked to complete an equalities monitoring form. Statistical and anonymous reports are produced for monitoring purposes from the information obtained during the completion of on-line applications.

WHY WE NEED YOUR INFORMATION AND HOW IT WILL BE USED

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

- Making a decision about your recruitment or appointment
- Determining the terms on which you work for us
- Checking you are legally entitled to work in the UK
- Paying you and, if you are an employee, deducting tax and National Insurance contributions
- Providing Eildon's benefits to you
- Liaising with pension providers
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance, and determining performance requirements
- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about your continued employment
- Making decisions about your termination of our working relationship
- Education, training, and development requirements
- Dealing with legal disputes involving you, or other employees, workers, and contractors – including accidents at work
- Ascertaining your fitness to work
- Fraud prevention
- Monitoring your use of our information and communication systems to ensure compliance with IT policies
- Ensuring network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- Equal opportunities monitoring
- To comply with our duties as your employer
- Maintaining safety whilst lone working

SHARING OF YOUR INFORMATION

We may disclose 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:

- Processing your monthly salary payments
- To allow your pension provider to process pensions information and handle your pensions information
- Providing our benefits to you
- Managing attendance and sickness absence
- To conduct data analytical studies to review and better understand employee engagement, satisfaction, retention, and attrition rates
- Complying with health and safety obligations – including Lone Working
- Administering the contract, we have entered into with you
- If requested, obtaining and providing employment references
- If we enter into a joint venture with, are sold to or merge with another business entity, your information may be disclosed to our new business partners or owners
- To obtain employment law related advice

TRANSFERS OUTSIDE OF THE UK

Your information will only be stored within the UK.

We will not transfer your personal information out with the UK without making you aware.

SECURITY

When you give us information, we take steps to make sure that your personal information is kept secure and safe. As we hold your information both in paper format and electronically, we have several different ways to ensure security measures are in place.

Personal information that we hold in paper format for you is kept in cabinets that are locked at the end of each working day.

The information that we hold about you electronically is protected in several ways:

- No access to the network unless the correct user-name and password are entered
- No access to Eildon's computers and smartphones unless the correct username and passwords are entered
- No access to the remotely hosted services unless the correct username and passwords are entered
- All Eildon computers and smartphones are password protected
- All Eildon electronic devices (tablets, notebooks, removeable storage etc.) are encrypted
- Data Loss Prevention software
- A range of cyber security measures
- Anti-virus software
- Policies and procedures, information, and training for staff

HOW LONG WE KEEP YOUR INFORMATION

All personal information collected for each job advert is retained for 12 months. After 12 months unsuccessful applicant information is deleted securely from the system.

Successful applicant information is moved to an employee file as soon as possible after employment. This information will then fall under employee retention schedules which are documented within the document retention schedule.

Data Retention guidelines on the information we hold is provided in our Document Retention Schedule held in the Policies library, which all staff have access to. Alternatively, a hard copy can be requested.

YOUR RIGHTS

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Ask us to correct any inaccuracies of fact in your information
- Request that we restrict your data processing
- Request data portability
- Rights related to automated decision-making including profiling
- Make a request to us to delete what personal data of yours we hold; and
- Object to receiving any marketing communications from us

You should note that your rights under the UK GDPR and 2018 Act are not absolute and are subject to qualification.

If you would like to find out more about how we use your personal data, would like to see a copy of the information that we hold about you, or wish to exercise any of the above rights, please contact our Data & Information Officer or email: infoRequests@Eildon.org.uk.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland
45 Melville Street Edinburgh
EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@lco.org.uk

The accuracy of your data is important to us – please help us to keep our records updated by informing HR of any changes to your personal circumstances such as change of address, telephone number, emergency contact details, bank details, criminal convictions, loss of driving licence or other relevant licence or work permit.

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (FOISA)

Registered Social Landlords in Scotland have fallen under the remit for FOISA since November 2019, this means that we may occasionally receive information requested under the Act about our staff and we must consider whether to disclose staff information (including agency and temporary) in response to these requests.

We will consult with you prior to deciding whether to disclose any work-related information

RELEVANT DOCUMENTS:

- [Recruitment and Selection Policy](#)
- [Data Protection Policy](#)
- [Equality and Diversity Policy](#)
- IT Security Policy
- [Covid-19 FAQ's](#)
- Sickness Absence and Attendance Management Policy

How to Contact Us



The Weaving Shed, Ettrick Mill,
Dunsdale Road, Selkirk TD7 5EB



www.eildon.org.uk



Customer Service: 03000 200 217
Main Switchboard: 01750 725900



www.facebook.com/EildonHousing



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