

## **Privacy Notice – Job applicants, Employees, Volunteers and Contractors**

This privacy notice describes how we collect and use personal information about you during recruitment and throughout your working relationship with us, and after you have left our employment, in accordance with the General Data Protection Regulation (GDPR). It applies to job applicants, employees and former employees, Trustees, volunteers and contractors.

In all instances the data controller of your personal information is Centre for Chinese Contemporary Art Ltd. (otherwise referred to here as 'CFCCA')

If you have any queries regarding this notice or to request details about the data we hold please contact us by email at [datacontroller@cfcca.org.uk](mailto:datacontroller@cfcca.org.uk) and label this communication as private and urgent.

### **Who we are**

Centre for Chinese Contemporary Art Ltd. (CFCCA) is a charity funded by Arts Council England as well as various trusts, foundations and individual donors and supporters. Our registered charity number in England and Wales is 518992 and we are also registered as a company in England and Wales under registration number 2137427.

### **Data protection principles**

CFCCA processes personal data in accordance with the following data protection principles:

- CFCCA processes personal data lawfully, fairly and in a transparent manner.
- CFCCA collects personal data only for specified, explicit and legitimate purposes.
- CFCCA processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing.
- CFCCA keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
- CFCCA keeps personal data only for the period necessary for processing.
- CFCCA adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

### **Information collection**

We collect various types of information and in a number of ways which are detailed below.

- when you contact us with an HR query
- when you apply for a vacancy internally or externally
- when we collect data through the implementation of any HR policies e.g. Disciplinary procedures;
- in the course of managing your employment or contract with us for example timesheets, invoicing, payroll, sickness records

### **What type of Personal Data do we collect?**

We may collect the following types of Personal Data:

- Your name, address, email address, telephone number and other contact information that allow us to meet our organisational and statutory obligations to you as your Employer;
- Emergency contact details;
- Bank details;
- Sickness absence and medical records;
- Data relating to the use of our computers and IT systems (such as internet history and emails);
- Right to work documentation and other security screening information.

### **Sensitive/special category data**

Data Protection law recognises that certain categories of personal information are more sensitive, such as health information, race, religious beliefs and political opinions. We only collect this type of information about our employees if there is a clear reason and we have lawful grounds to do so. As an example, we may collect health information to help us identify whether we have a duty to make a reasonable adjustment to the workplace in order for you to fulfil your duties.

## **We collect information in order to:**

- enable payment of fees/salary/NI/tax/pension contributions/expenses
- ensure correct and legal information under contract of employment and with legislative bodies such as HMRC
- monitor equality of opportunity
- ensure employees' and volunteers' rights are met
- protect employees' and volunteers' health and safety
- respond to emergency situations appropriately
- take appropriate action in the event of any conduct or performance concerns
- ensure that the information we hold about you is kept up-to-date

## **We may share your personal data:**

- with our Employees (only those who are authorised), agents and/or professional advisors;
- with third party service providers who process data on our behalf and on our instruction (for example our payroll agent or pensions provider). In these cases we require that these third parties comply strictly with our instructions and with data protection laws;
- where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order e.g. to HRMC, or the police.

## **Security of your personal information**

We will never sell your personal data or provide it to a third party for their marketing purposes without your consent. We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

## **Where your information is stored**

Your information is stored on secure, password protected databases and networks. Access to the information is given only to staff with the appropriate authorisation. Data is held mainly in the United Kingdom with some on servers within the European Union. CFCCA will not transfer personal data to countries outside the EEA unless the data subject has given their explicit consent to the transfer.

## **Monitoring**

Use of our computers and IT systems (including internet and email) may be occasionally monitored. This also includes personal use of them. CFCCA does not carry out any automatic monitoring. The Director has authority to carry out monitoring where they consider there to be a cause for concern or a good business case to do so, but is required to seek prior approval from a Trustee to ensure any monitoring activity is justified. Monitoring will be carried out lawfully and to the extent that it is necessary for business purposes and due care will be taken to ensure that any monitoring, and the processing of resulting information, does not restrict the fundamental right to privacy of employees any more than strictly necessary for a legitimate purpose recognised under the GDPR.

CFCCA reserves the right to carry out monitoring for the following (non-exhaustive) purposes:

- To prevent or detect crimes such as fraud;
- To comply with any legal obligations;
- To monitor compliance with Company policy and procedures;
- To investigate alleged or suspected wrongful acts;
- To secure effective IT system operation and prevent or detect data security breaches.

Information obtained by monitoring may be used as part of disciplinary, capability or other Company procedures as outlined in the Employee Handbook. This may involve the examination and disclosure of information obtained by monitoring to persons involved, including those nominated to undertake an investigation and any witness, manager, director and/or chairperson. If necessary, information obtained by monitoring may be handed to the police in connection with a criminal investigation.

Employees who have been monitored or surveilled have the right to be informed of what data has been collected and for what purpose, who will have access and how it will be stored and used, and for how long.

## **Maintaining your personal information**

Information is retained for as long as necessary for the purpose for which it is required, and in line with CFCCA's Retention Schedule and Information Asset Register, which has been informed by legal and regulatory requirements or guidance.

Most employee records will be securely stored for no longer than 6 years after you have left our employment, however certain records may be destroyed sooner. Recruitment documents are to be stored for 6 months after an appointment has been made. Volunteer records are destroyed once the volunteer arrangement comes to an end, however the volunteer's name and dates of engagement plus any reference letters will be stored beyond this. For further details please speak to your Manager.

Any objections you make to any processing of your data will be stored, retaining just enough information to ensure your preferences are respected in the future.

## **Individual responsibilities**

Individuals are responsible for helping CFCCA keep their personal data up to date. You should let us know if data provided has changed, for example if you move to a new house or have changed your bank details.

You may also have access to the personal data of other individuals [and of our customers and clients] in the course of your employment. Where this is the case, CFCCA relies on you to help meet our data protection obligations to staff [and to customers and clients]. Individuals who have access to personal data are required to follow CFCCA's Data Protection Guidelines and must:

- access only data that they have authority to access and only for authorised purposes;
- not disclose data except to individuals (whether inside or outside CFCCA) who have appropriate authorisation;
- keep data secure (for example by complying with rules on access to premises, computer access, including password protection, and secure file storage and destruction);
- not remove personal data, or devices containing or that can be used to access personal data, from the Company's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not store personal data on local drives or on personal devices that are used for work purposes.

## **CCTV**

CFCCA operates CCTV camera surveillance throughout the publicly accessible areas of building. The system is in place for the purposes of reducing the threat of crime generally, protecting the premises and helping to ensure the safety of our staff and visitors. The images are stored securely for up to seven days, unless downloaded to support a further investigation in which case this recorded footage will be kept only as long as required. Images may be shared with Greater Manchester Police if required for the investigation of crime.

## **Photography**

CFCCA uses photography and film at events to promote its activities, build new audiences and report to funders. These images may be used on our website, social media channels and in written reports to funders. Any events being photographed will be clearly signposted to make attendees aware. You may request not to be photographed.

## **Your rights to your personal information**

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected or all or part of it removed from our records. Please use the contact details at the end of this policy if you would like to exercise this right. We undertake to respond to your request within one month of receipt.

## **Contact details and further information**

If you have any questions about this privacy notice or our use of your data please speak to your Manager.

You can also contact: Data Protection, CFCCA, Market Buildings, Thomas Street, Manchester, M4 1EU  
Or send an email to [datacontroller@cfcca.org.uk](mailto:datacontroller@cfcca.org.uk). Please label any communications as private and urgent.

If you wish to find out more about your rights and the legislation, the supervisory authority in the UK is the Information Commissioner's Office and their telephone helpline can be contacted on 0303 123 1113. If you are dissatisfied with CFCCA's response to your request for access to your data, or handling of your request to rectify or erase your data, you may report your concerns to the Information Commissioner's Office on their website: <https://ico.org.uk/concerns/>