



BREADWINNERS

Privacy Policy for staff

Who we are

Breadwinners (BW) is committed to protecting and respecting the privacy of its workforce.

For the purposes of Data Protection legislation, BW is the Data Controller. This means it is in charge of personal information about you.

The Data Protection Officer for the BW is Office Manager. He/she can be contacted on 07783996918

How we use your information

We process personal data relating to those we employ or engage to work at the BW. This is for employment purposes to assist in the running of the BW and to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership, where this information has been shared with the BW.

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract;
- The processing is necessary for the performance of a legal obligation to which the BW is subject, for example our legal duty to safeguard beneficiaries;
- The processing is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The processing is necessary for the performance of our [charitable function - complete as appropriate] which is a function in the public interest.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We may be required, by law, to pass on some of the personal data which we collect to:

- our local authority;
- relevant regulators

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children or vulnerable adults

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about you to our HR provider for the purposes of HR management

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension. The pension scheme for staff is The People's Pension.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the BW is subject, for example our legal duty to safeguard beneficiaries;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect beneficiaries from harm;
- The disclosure is necessary for the performance of our [charitable function – complete as appropriate] which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

Your rights

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;
- ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

- Office & HR Manager on 07783996918

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

A handwritten signature in black ink, appearing to read 'Martin Cosairnsky Campos', written in a cursive style.

Signature:

Martin Cosairnsky Campos

Managing Director

Date: 21/09/23