

**Defence Medical Welfare Service**

Headquarters

The Old Stables, Redenham Park

Andover, SP11 9AQ

Telephone: 01264 774000

Email: info@dmws.org.uk

Website: www.dmws.org.uk

**Privacy Notice for Employees**

HR Data Officer: Head of HR, contact no: 01264 774000 Ext 212

In order to carry out our recruitment, employment and management of staff, DMWS collects and processes personal data. Under the General Data Protection Regulations 2018 (GDPR), we are classed as Data Controllers and have an obligation to manage personal data responsibly and transparently. We collect personal data of our employees primarily so that we can fulfil our contractual obligations and legal obligations to you, as your employer (for example, to pay you and provide benefits to you), and to exercise our legal rights.

We also have to comply with our legal obligations; for example to fulfil our duty to government bodies such as the HMRC, or sharing of information with law enforcement agencies.

We are committed to being transparent so that you can understand why, and how, we use your data. We also need to meet our legal obligations under the GDPR.

**What information does DMWS collect?**

We collect a range of information about you including:

* Personal contact details such as name, job title, home addresses, telephone numbers, and personal email addresses
* Date of birth
* Gender
* Marital status and information about your dependants
* Next of kin and emergency contact information
* National Insurance number
* Bank account details, payroll records and tax status information
* Salary, annual leave, pension and benefits information
* Employment start date
* Location of employment or workplace
* Identification information (including a copy of driving licence, passport and utility bills)
* Recruitment information (including copies of right to work documentation, references and other information included in an application form or CV or cover letter as part of the application process)
* Employment records (including job titles, work history, working hours, training records and professional memberships)
* Compensation history
* Performance information
* Disciplinary and grievance information
* Information about your use of our information and communications systems (including email)

**Special Category Data**

Some kinds of personal data are given special protection by the law – these are called 'special category' data. We will sometimes collect, store and use the following types of 'special category' personal data:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
* Trade union membership.
* Information about your health, including any medical condition, health and sickness records.
* Genetic information and biometric data (for example, photographs)
* Information about your criminal convictions and offences (from, for example, checks from the Disclosure and Barring Service or information required in order to for you to gain Security Clearance).

**How does DMWS collect this information?**

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, identity documents such as your passport, driving licence or work permit/visa, or collected through interviews or other forms of assessment, including online tests. Data may also be supplied from a third party such as a recruitment agency, who will also have responsibility for protecting your data under the GDPR.

DMWS may also collect personal data about you from other third parties, such as references supplied by former employers, medical information (especially if your post is designated as “deployable”) and information from criminal records checks or security clearance agencies when applicable to the role.

We may also collect information from monitoring emails, internet and telephone usage, and from CCTV supplied from the premises of our customers for the purpose of complaint management, training, measuring customer/client satisfaction or preventing misuse of our systems.

We also collect information via our HR Management System “self-service” module, which you provide.

**How does DMWS store this information?**

Data may be stored in a range of different places, including our HR management system, in recruitment files and on other IT systems (including email). Data security is key and measures are in place to ensure your data is safe. We will never sell your data to a third party.

**Why does DMWS process personal data?**

DMWS needs to process data in order to process your original job application, assess your suitability for the post and to process your data in order to enter into a contract with you.

Additionally, DMWS needs to process data to ensure that we are complying with our legal obligations. For example, we are required by law to check a successful applicant's eligibility to work in the UK.

DMWS has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. We also have a legitimate interest in fulfilling our contractual obligations relating to employing and paying you.

DMWS processes special categories of data, such as information about ethnic origin, sexual orientation or religion/belief (along with other protected characteristics under Equality law), to monitor recruitment statistics. We may also collect information about whether or not you have a disability so we can make reasonable adjustments for employment of employees who do. DMWS processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, DMWS is obliged to seek information about criminal convictions and offences through the Disclosure & Barring Service, which involves a third party conducting them on our behalf. Some posts may also require MOD security-clearance checks, which again involves a third party. Where DMWS seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

**Who has access to data?**

Your information may be shared internally for the purposes of your recruitment and employment. This includes members of the HR team, interviewers involved in the recruitment process, line managers and IT staff, if access to the data is necessary for the performance of their roles.

DMWS will not share your data with just cause. We will share your data with former employers to obtain references for you. We may also share your data with employment background providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable to the role. We may also share your information with agencies for the purpose of assisting you to gain Security Clearance.

**How does DMWS protect data?**

DMWS has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Restricted access to folders, password protection, and server/the Cloud security protects data kept in digital format; paper records are secured in locked filing cabinets. Where we use third parties to store/process data, we ask for proof that they are compliant with GDPR.

**For how long does DMWS keep data?**

DMWS will keep some employee information for six years after you have left. At the end of that period, your data will be deleted or destroyed, unless we have a legitimate purpose in keeping that information.

**Your rights**

 As a data subject, you have a number of rights. You can:

* Access and obtain a copy of your data on request
* Require DMWS to change incorrect or incomplete data
* Require DMWS to delete or stop processing your data
* Object to the processing of your data where DMWS is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Data Officer as outlined at the top of this document.

If you believe that DMWS has not complied with your data protection rights, you can complain to the Information Commissioner.

Please note that recruitment decisions and employment management systems are not solely based on automated systems.

**What if you do not provide personal data?**

If you do not provide certain personal data to us, we may not be able to employ you or pay you correctly. Most of the time we will not need your consent to use your personal data as we will be using it only to fulfil our obligations and exercise our rights as an employer. There may be times when we ask your consent to process certain information. Where you have consented, you can withdraw your consent at any time

If you have any queries regarding your data, please do not hesitate to contact the HR Data Officer.

**Caring for those who serve—Frontline to Recovery**

 Patron: HRH, The Countess of Wessex, GVCO

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