



Ref: P41.3

Z2K Employee Privacy Notice

Data controller: Zacchaeus 2000 Trust (Z2K), Fourth Floor, 79-80 Petty France, London SW1H 9EX

Z2K collects and processes personal data relating to its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments; and
- equal opportunities monitoring information including your ethnic origin, sexual orientation and religion or belief

The organisation may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as employee starter information form); from correspondence with you; or through interviews, meetings or other assessments.

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In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems including the organisation's email system.

Why does Z2K process personal data?

Z2K needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities or health conditions, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees; and

- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations such as those in relation to employees with disabilities.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally, if access to the data is necessary for performance of their roles, for example the Chief Executive, and/or your line manager who will be managing your performance. The Office Manager may need access to your data in order to manage your HR file, and the administrator may need access to your leave record to manage the leave recording.

With your knowledge, Z2K will share your data with the references you provided to obtain a reference for you, and with the Disclosure and Barring Service to obtain necessary criminal records checks. This is completed when Z2K make you an offer of employment.

Z2K outsource payroll to our bookkeeper, Jenny Temperley (Telos Trading). Z2K will share your payroll related information with her for the purpose of processing your payroll. Z2K may also share your information with our accountant, Andrea Kibble (AK Accounting solutions) for the purpose of processing our accounts. The Independent Examiner appointed by the Board may require access to your HR file for the purpose of examining our annual accounts. If your post has been funded by a particular funding organisation, or where your post is funded by a joint project, Z2K may have a contractual obligation to release your information to the funder and/or joint project members. In these circumstances, the data will be subject to confidentiality arrangements and Z2K will only share information that is required.

Other than office equipment in Z2K's office, Z2K uses other IT systems to process your data such as cloud based Microsoft Office 365 for its emails and document storage. Z2K aims to keep your data within the European Economic Area (EEA). Where Z2K need to use the services of an IT provider who has to have your data transferred outside the European Economic Area (EEA) for processing, for example, Salesforce, Z2K will ensure that the provider meets the requirements of GDPR, for example, the country has an adequate level of protection for personal data by The European Commission or if the provider is based in the US, it is part of the EU-US Privacy shield.

How does the organisation protect data?

Z2K takes the security of your data seriously. It 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 your line manager, chief executive or office manager and appointed third parties e.g. payroll

processor in the proper performance of their duties. Paper documents are kept in a locked drawer only accessible by the Office Manager and Chief Executive.

For how long does the organisation keep data?

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are:

- Data relating to PAYE, maternity pay or SMP (statutory mandatory pay) is kept for 3 years after an employee leaves,
- Data such as employees' personal records, performance appraisals, employment contracts, etc. is kept for 6 years after they have left.

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 Z2K to change incorrect or incomplete data;
- require Z2K to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Z2K is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Tanya Sutton, Office Manager at tanyasutton@z2k.org. Our full Subject Access Request policy can be found on our website. To get in touch with us about any of these rights or access your data, please find herewith links to our [Data Subject Rights Request form](#).

If you are unhappy with how we are using your personal data, we would like to hear about it. Your feedback helps us learn and improve. To make a complaint to Z2K please contact us on 0207 259 0801. If you believe that Z2K has not complied with your data protection rights, you can complain to our regulator, who is the Information Commissioner's Office in the UK.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Automated decision-making

Employment decisions are not based solely on automated decision-making.

Monitoring & Review

Date created: 01 May 2018

Date last updated: September 2020

Date of next review: November 2021

Responsible for Review: Chief Executive