

DAWAT E ISLAMI UK



STAFF PRIVACY NOTICE

Prepared by: Dr Zeerak Nasim, Data Protection Lead

Status of Policy: Final

Ratified by: Trustees

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Review Date: Jul 2020

INTRODUCTION

Dawat e Islami is committed to ensuring that any personal data we hold about employees is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

WHAT PERSONAL DATA DO WE COLLECT?

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, and family details.
- Passport sized photograph.
- National Insurance details and bank account details.
- 1 Photo id and 2 forms of address id's.

This information will be collected from you directly in the application form.

WHY WE COLLECT THIS INFORMATION AND THE LEGAL BASIS FOR HANDLING YOUR DATA

We use personal data to:

- Contact next of kin in case of an emergency
- To supply a employment contract
- Pay employee wages into bank account
- DBS checks

WHO WE SHARE YOUR DATA WITH

- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- Accountant to process wages and payslips

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- it is necessary to protect our rights, property or safety
- We will never share your data with any other organisation to use for their own purposes

HOW DO WE PROTECT YOUR DATA?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- filing away personal details in a locked cabinet (application forms, funding agreements, accident forms, information slips etc)
- secure computers – restricted access by manager and admin staff only
- we use secure encrypted emails when we share information about your child's learning to other agencies (with your consent)

HOW LONG DO WE RETAIN YOUR DATA?

We retain your personal data for up to 6 years from the date of your employment.

YOUR RIGHTS WITH RESPECT TO YOUR DATA

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing;
- request that we transfer your data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to

the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

CHANGES TO THIS NOTICE

We keep this notice under regular review. You will be notified of any changes where appropriate.