

PRIVACY STATEMENT for Prospective, Current and Former Employees

Introduction

This Privacy Statement sets out how we use and protect your personal information. It applies to data shared online, stored in our computer system or in hard copy.

The personal data, in any format, that we collect, and hold is important to us and is handled in accordance with this statement. We are committed to ensuring that your privacy is protected. Where we ask you to provide information you can be assured that it will only be used in accordance with this Privacy Statement. We will always explain clearly what data we are collecting about you and why. We will only collect data we need to give you a better experience; to improve and deliver our services to you; and to meet our responsibilities to you as your employer.

What we collect

As a prospective employee, we may collect and hold:

- your name and date of birth
- addresses (home and work), contact email addresses and contact telephone numbers (home, work and mobile)
- employment status and career details – current and/or former employment/description of role(s)/employer(s)/start & end dates
- qualifications and experience
- information needed to conduct pre-employment checks, such as references and your right to work, and any records produced during such processing
- any additional information that you volunteer as part of your application or that is produced as part of the recruitment process (such as decisions made concerning your application)

As a current employee, we may also collect:

- information needed for equal opportunities monitoring;
- provision of payroll (including changes to your tax codes), benefits and expenses;
- information needed to meet your work based requirements (such as changes identified from occupational health assessments)
- information regarding your emergency contacts and next of kin
- records produced during your employment with CIPS - including holiday, sickness and other absences (such as m/paternity or compassionate leave), pension contributions, communications to or about you (such as providing relevant third parties with confirmation of your salary) workplace accidents, training records, appraisals, other performance measures, attendance and, where appropriate, disciplinary and grievance records

After your employment by CIPS, we may collect and retain:

- References provided to third parties regarding your former employment

We may collect **Special Categories** of personal data (as defined by GDPR) among the information listed above such as records regarding your race, ethnic origin, health (mental and physical) and sexual orientation.

How your information is collected

We collect information from you during the recruitment process and during your employment with CIPS. In addition, we may also collect information about you from third parties such as, recruitment agencies (including headhunters), your referees and relevant government agencies.

How we use your information

As a **prospective employee** your information will only be used where it is necessary for the recruitment process. In circumstances where we do not have a current vacancy or you are unsuccessful in your application, we may retain a copy of your CV so that we can notify you of vacancies that we believe may be suitable for you. For successful applicants, we will conduct pre-employment checks to ensure, for example, that you are legally permitted to work and to validate your previous employment/experience.

As a **current employee** we will use your information where it is necessary to fulfil our contract with you, such as:

- Administering payroll (including payment of expenses), pensions and staff benefits
- Monitoring and managing your performance and, where beneficial, providing development opportunities
- Monitoring your job satisfaction
- Monitoring and managing physical and electronic security of CIPS property
- Providing access to the facilities and equipment required to perform your duties
- Making reasonable adjustments to meet any medical requirements that you have
- Monitoring your attendance and managing absence (including requests for leave such as annual, compassionate or m/paternity leave)
- Recording workplace accidents
- Managing and recording staff disputes (including disciplinary and grievances)

We will also collect, retain and disclose information necessary to comply with our legal obligations, such as equal opportunities monitoring or to ensure you pay the correct rate of taxation.

Additionally, we will use your information where you have requested us to do so and it is of a reasonable nature, such as confirming your salary to your mortgage provider.

As a **former employee**, we will use your information for the provision of references, to maintain records of any workplace accidents that occurred during your employment and for the administering of your pension.

Who we share your information with:

Your information will be shared with:

- Third parties involved with your recruitment (such as recruitment agencies)
 - Staff benefit providers, including pension schemes and organisations hired to deliver support to you
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- External training providers
 - Line managers and departmental heads (this includes sharing your contact details as part of our Business Continuity Plans)
 - Third parties that request information regarding your employment with us, such as references
 - Service partners/suppliers that we work with, where necessary to your role
 - Government agencies that require the information due to legal obligations

Our lawful bases for processing your information

We will only use your personal information where one of the following applies:

- It is necessary for entering into or the fulfilment of a **contract** with you
- We need to comply with a legal obligation
- You have given us your **consent** – this only applies to the sharing of your personal data with third parties where there is no other applicable lawful basis, such as the provision of references.
- For our own (or a third party's) **legitimate interests** provided your rights do not override these interests, such as:
 - Improving the effectiveness of our recruitment process by retaining your CV so that we can contact you of suitable vacancies
 - Enhancing the knowledge and skillsets of our employees
 - Ensuring the physical and electronic security of CIPS property, including protection of the CIPS brand

How long we hold your Information for

For **unsuccessful applicants**, we will retain your information on file for one year.

Where you leave your employment by CIPS, your personnel file will be retained for six years plus the current year that you left your position. Records regarding your pension contributions and any workplace accidents that occurred during your employment are exempt from this and will be held indefinitely.

Where your Information is stored

Your central information is held securely in the UK on servers at Easton House. Hard-copy and electronic files of your personal information may also be held locally by your line manager/HR on the CIPS network and filing systems.

Your rights in controlling your personal information

You can ask us to make changes in how your data is handled and we will respond promptly should a request be made. You have the following rights over the personal data about you that we are holding and processing:

Right to be informed. This Statement provides you with information in relation to how your data is processed. This ensures that we are transparent about what we will do with the information you supply to us.

Right of access. You may request details of personal information which we hold about you under the Data Protection Act 2018 and the General Data Protection Regulation, referred to as a Subject Access Request. Further information on this process and how to apply can be found at: <https://www.cips.org/engb/aboutcips/general-terms--conditions/cipsdatabasesystems/>

Right to request information held is accurate and how to update it. If you believe that any information we are holding on you is incorrect or incomplete, please notify the HR department.

Right to erasure. In certain circumstances, you may ask us to delete information about you and stop processing or publishing it (often called the Right to be Forgotten).

Right to object to the processing that is likely to cause you damage or distress. Where you challenge the accuracy or lawful processing of your information, we will consider this.

Right to receive an electronic copy of any information you have consented to us holding known as data portability. You can ask us to provide the personal data about you we hold, securely and in a machine-readable format, so it can be moved, copied or transferred to be used across different services or for you to give to another organisation.

Rights related to automated decision making. If there is additional profiling based on the information we hold, then you can object to us making decisions about you based on such processing.

Complaints

If you wish to make a formal complaint about how CIPS has processed your personal information and this cannot be resolved internally, then you have the right to lodge a complaint to the Information Commissioner:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk

Notification of Changes

We keep this Statement under regular review and will update this page. You should check this page from time to time to ensure that you are aware of any changes.

Privacy Statement last reviewed

24th May 2018
