



## Activitots Holiday Club Staff Privacy notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

### Contact details

Email **sally@activitots.net**

### What information we collect and use, and why

We collect or use the following personal information as part of **staff recruitment, administration and management:**

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Gender
- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Marital status
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS checks)
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs



Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- Legal obligation

We collect or use the following personal information as part of **managing salaries and pensions**:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working (eg timesheets or clocking in and out)
- Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Bank account details
- Payroll records
- Tax status

Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Legal obligation

## Where we get personal information from

We collect your information from the following places:

- From staff members or volunteers directly
- Referees (external or internal)



## How long we keep information

For more information about how long we keep your information, take a look at our retention schedule online:

<https://www.activitots.net/wp-content/uploads/2024/05/Data-Retention-Policy-2024.pdf>

## Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC
- External auditors

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.



## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

12 June 2024