

RICE

The Research Institute
for the Care of Older People

Improving the lives of people living with dementia through research, diagnosis, treatment and support.

RICE privacy notice for employees



In order for us to carry out our activities and obligations as an employer we need to collect information about your actual or potential employment with us (which for the purpose of this notice includes our volunteers and Trustees). However, we recognise the importance of your privacy and RICE is committed to ensuring that your privacy is protected.

About this notice

RICE is a registered charity focused on essential research and providing support for people with dementia, their families and carers, dedicated to improving the quality of life of everyone involved.

In order for us to carry out our activities and obligations as an employer we need to collect information about your actual or potential employment with us (which for the purpose of this notice includes our volunteers and Trustees). However, we recognise the importance of your privacy and RICE is committed to ensuring that your privacy is protected.

For the purpose of this notice RICE is the “data controller”.

This notice tells you what personal information RICE collects about our employees (which also includes those applying for a position with us, our volunteers and Trustees), why we need it, how we use it and what protections are in place to keep it secure.

What do we collect?

Type of information	Examples please note the examples are illustrative and not an exhaustive list.
Information about you	Name, address, date of birth, nationality, race, gender, details of any disability, work restrictions.
Contact information for you	Name, address, telephone numbers, email addresses.
Emergency contact information	Name, address, telephone numbers and their relationship to you
Information to identify you	Photographs, driving licence, passport
Information about your suitability to work for us and skills and experience	CVs, application forms, interview notes, references, qualifications, training, professional registration details, work visa ID information, pre-employment checks including criminal record checks (DBS) and credit and fraud checks
Details of your employment with us	Offer letters and acceptance of employment, employment contract.

Information needed to pay you	Bank account details, national insurance number
Information to provide you with benefits and other entitlements (pension etc)	Length of service information, health information, leave requests
Information relating to your performance at work	Performance reviews/ appraisals, 1 to 1 meeting notes, personal development plans, targets and objectives
Information relating to discipline, grievance and other employment related processes	Interview/ meeting notes, correspondence
Information relating to your work travel and expenses	Bank account details, passport, driving licence, vehicle registration and insurance details.

When/ how do we collect your personal information

We collect your information at various points throughout your employment with us, including during the following times:

- When you apply for employment with us
- In the course of managing your employment with us, payroll, induction etc.
- During any Human Resources practices such as appraisals, 1 to 1s, grievance and disciplinary meeting.

When we receive data from a third party, i.e. references, criminal record checks, recruitment agencies.

Why we collect and use your personal information

RICE will process and may disclose such data for the purposes of the administration and management of your employment and/or RICE business and you consent to the processing and disclosure of such data, both manually and by electronic means, both inside and, where necessary, outside the European Economic Area. Your personal data is processed by RICE in relation to and with the purpose of managing your actual or potential employment relationship with us.

Reason for collecting your personal information	Examples please note the examples are illustrative and not an exhaustive list.
Recruitment	<ul style="list-style-type: none"> • To assess candidates suitability for the role • To carry out screening, assessment and interviews • To make offers of employment and provide employment contracts • To carry our pre-employment checks, including checks of legal right to work in the UK, criminal record checks, and professional registration checks.
Human resources (HR, finance and other business administrative purposes)	<ul style="list-style-type: none"> • Organisational planning and development and workforce management • Payroll, benefit planning and administration including salary, tax, awards, insurance and pensions. • Workforce development, education, training and certification • Performance management • Problem resolution, including carrying our internal reviews, grievances, investigations and audits • Business travel and expense management • Business reporting and analytics • Administration of flexible working arrangements • Administration of employee induction and on boarding • Work related injury and illness, including the management of Health and Safety and disabilities. • To provide HR support • Compliance and compliance reporting including conflicts of interest, and gifts and hospitality recording • Risk management • Training and quality purposes • Arranging access to third party resources, such as (but not limited to) Bath University IT, NHS email, Virgin Healthcare honorary contracts etc.

Security purposes	<ul style="list-style-type: none"> • Physical access • Authorising, granting and administration, monitoring and terminating access to use our or third party facilities, records, property and infrastructure including communication services such as business emails/ internet and phones
Information technology administration purposes	<ul style="list-style-type: none"> • IT systems access control and monitoring • IT fault reporting, management and resolution • Systems administration, support, development, management and maintenance
Legal purposes	<ul style="list-style-type: none"> • To comply with our legal obligations

Sharing your information

There are a number of reasons we may share your information and this can be due to:

- Our obligations to comply with current legislation
- Our duty to comply with any Court Order that may imposed

We will sometimes pass information about you to third parties, where the law allows it. For example, to Bath University to arrange your IT access, if you work in the Memory Clinic to Virgin Care in arranging the honorary contract required, to Atlantic Data so criminal record checks can be carried out (known as DBS checks).

Where we share your information we ensure that we only share the minimum necessary for the specific purpose. We do not sell your information.

How we protect your information

Appropriate technical controls are in place to store and protect personal data. We have security procedures in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information. Information is only accessible by only accessible by the HR Manager, General

Manager and Director and appropriate line manager. You should not share your (or anybody else's) personal information unless there is a genuine business reason for doing so.

We also use a GDPR compliant self-service HR System, Breathe HR, to keep your personnel records. This is a secure system and has levels of access set out below.

- HR Manager: Can see all details
- Finance Manager: Can see Bank details
- General Manager and Line Manager: Can only see the details of their direct reports including: profile details, annual leave details, sickness record, details of 1 to 1 meetings and annual appraisal.
- Staff: You can see your personal profile details.

How long we keep your personal information

If your application with RICE is unsuccessful we will hold your information for 6 months from the end of the recruitment period.

If you are employed by RICE we keep you relevant data throughout your employment with us.

If you leave RICE we will keep your data for as long as necessary to satisfy the purpose for which it was collected, and within legislative guidelines. Our retention schedule has more detailed information on this.

Data will be securely destroyed when no longer needed.

How you can access your information

We aim to ensure that the information we have for you is accurate and up-to-date. You can request to see this information and if for example you believe that something is incorrect or you do not wish us to retain it you can ask to have it corrected or deleted.

You can see some of the information that we hold for you on Breathe HR, but if you

would like to request access to the information we hold not on this system please send your request in writing to a.easto@bath.ac.uk

If you wish to raise a complaint on how we have handled your personal information you can ask us to investigate the matter. Contact a.easto@bath.ac.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>



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