

Welcome to the Engaging Communities Solutions Employee Privacy Notice

This information has been produced to help you understand everything you need to know about the way Engaging Communities Solutions collects, uses, and shares personal data, what your legal rights are and how to exercise them.

We hope you'll take some time to read this document; we've tried to keep it all as simple as possible and to avoid jargon, and we'll make our best efforts to keep you informed if there are any changes to the way we process your personal data in the future.

Engaging Communities Solutions takes its responsibility for protecting your data very seriously and we do advise you get to know our practices. If there's anything here you don't understand, or if you want to ask any questions, please feel free to contact us.

Who is the Data Controller?

We are Engaging Communities Solutions.

Registered address: Gibson House Hurricane Court, Hurricane Close, Stafford, Staffordshire, England, ST16 1GZ

Registration number: 08026718a

In this document Engaging Communities Solutions may be referred to as "we", "us", or "our".

What kinds of Personal Data does Engaging Communities Solutions Process?

Engaging Communities Solutions collects personal data for specific purposes; with that in mind we have created a list of the types of personal data that we may collect, either directly from yourself or from other sources, in order to achieve those purposes.

The kinds of personal data we may collect are:

Name, address, DOB, telephone, email address, usernames, work experience, education history, national insurance number, passport details, driver's license information which may include details of driving offenses, vehicle registration details, bank details, health information, gender, pension ID, Insurance ID, tax information, work visa documents, national identification documents, criminal background checks, military history, next of kin details, job title,

What are the reasons Engaging Communities Solutions collects Personal Data?

Legal Obligations

Engaging Communities Solutions uses personal data firstly to fulfil any contractual obligations that exist between us and yourself. Where we request personal data be provided to enter into, or meet the terms of any such contract, you will be required to provide the relevant personal data or we may not be able to continue to fulfil that contract and it may be terminated. In such cases the lawful basis of us processing the personal data is that it is necessary for the performance of a contract.

We are required by law to process personal data for purposes relating to our legal obligations, these include:

To provide for our financial commitments, or to relevant financial authorities.

To comply with regulatory requirements and any self-regulatory schemes.

To carry out required business operations and due diligence.

To cooperate with relevant authorities for reporting criminal activity, or to detect and prevent fraud.

To investigate any insurance claims, claims of unfair dismissal, claims of any kind of harassment or of discrimination, or any other claim whereby the organisation may have to defend itself.

Legitimate Interests

Engaging Communities Solutions may process Personal Data for any of the following purposes, which are considered to be within our legitimate business interests:

To facilitate the completion of research initiatives,

To provide reference information to third party organisations when necessary,

To enhance the security measures in place that protect data we are responsible for,

To protect the organisations assets

To provide for and manage members of staff within the organisation

Vital or Public Interests

Engaging Communities Solutions may intend to process Personal Data in the following ways where it is done so either for reasons of Vital Interest, or where it would be considered within the Public Interest:

Vital interests: Protecting people who may be a risk to themselves or others.

Public interests: Providing Healthwatcc services.

Special Category Personal Data

Engaging Communities Solutions may intend to process the following kinds of Special Categories of Personal Data:

Racial or ethnic origin, Religious or philosophical beliefs, Data concerning health information, Data concerning sex life or sexual orientation,

Where Special Categories of Personal Data are processed, one or more of the following lawful basis shall apply:

Engaging Communities Solutions has received explicit consent.

It is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

It is necessary for reasons of substantial public interest, and to provide for suitable and specific measures to safeguard the fundamental rights and the interests of an employee.

It is necessary for preventive or occupational medicine, for the assessment of the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems or pursuant to contract with a health professional.

Where does Engaging Communities Solutions obtain Personal Data from?

We will collect personal data directly from you in various ways. This could include when you complete an online form, or if you provide the data directly to a representative of Engaging Communities Solutions.

We collect some personal data from publicly accessible sources such as:

Recruitment platforms.

We may also gather personal data by any of the following methods:

From technical functionality that gathers data automatically from computer equipment when people use our platforms.

From platforms that make use of device settings that allow geographical location tracking, such as IP Address mapping, WiFi, GPS signals and cell tower positioning.

Who will Engaging Communities Solutions share your Personal Data with?

We may have to share your personal data with certain third parties to manage and provide for your employment at Engaging Communities Solutions. We will share employee personal data with any third party organisation where we are legally obligated to do so, in order to deliver on the contracted terms of employment, and where it is within our legitimate business interests to do so.

We shall make all reasonable efforts to ensure that any third-party we share your personal data with is also compliant with data protection law.

The specific kinds of third parties we may share your personal data with include:

Organisations where it is necessary to setup various resources.

Regional and/or local government authorities.

Where will Engaging Communities Solutions store your Personal Data?

Engaging Communities Solutions will not transfer your personal data to any country other than those that have been granted an adequacy decision under the General Data Protection Regulation.

We may however share your personal data with third-party organisations who then transfer the data. We shall take all reasonable measures to ensure those third parties are also compliant with data protection law.

How long will Engaging Communities Solutions keep your Personal Data?

We will keep your personal data only for as long as required to achieve the purposes for which it was collected, in line with this privacy notice.

The following criteria are what determine the period for which we will keep your personal data:

Until we are no longer required to do so to comply with regulatory requirements or financial obligations.

Until we are no longer required to do so by any law we are subject to.

Until all purposes for which the data was originally gathered have become irrelevant or obsolete.

Until it has been requested that we no longer process the data and that it is erased; in some cases, where there is a remaining relevant or legal reason why we are required to keep this data, we may opt to restrict the amount of processing being conducted to what is absolute necessary rather than erase it.

Your Rights, Our Responsibility

There are several rights granted to you immediately upon providing us with your personal information; some of these are mentioned above. We'd like you to know that at Engaging Communities Solutions we take your rights seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

The Right of Access

This grants you the right to confirm whether or not your personal data is being processed, and to be provided with relevant details of what those processing operations are and what personal data of yours is being processed.

If you would like access to the personal data we have about you, we ask that you contact us using the details below.

The Right to Rectification

This one is fairly straight forward; if you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

The Right to Erasure

Otherwise known as the 'right to be forgotten', this given you the right to request your personal data be deleted.

This is not an absolute right; if you were to request that we erase your personal data, we would erase as much of that data as we could but may have to retain some information if it is necessary.

Were we have received a request for personal data to be erased, if it is necessary for us to retain some of that information we shall ensure that the remaining data is used only when and where it is absolutely necessary.

The Right to Objection

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used, your personal data you may do so freely.

The Right to Complain

We will always try to maintain the highest standards and encourage the confidence our customers have in us as an organisation. To achieve this, we request that any complaints be first brought to our attention so we can properly investigate matters. If you would like to complain about Engaging Communities Solutions to a regulatory body, you may do so by contacting your local data protection supervisory authority.

Engaging Communities Solutions Contact Details

Engaging Communities Solutions
Meeting Point House
Southwater Square
Telford
TF3 4HS

0800 470 1518

Who is the Engaging Communities Solutions Data Protection Officer?

Ametros Group Ltd
Lakeside Offices, Thorn Business Park
Rotherwas Industrial Estate
Hereford
Herefordshire
England
HR2 6JT
0330 223 2246
dpo@ametrosgroup.com
www.ametrosgroup.com