

May 2018

Data Protection 2018

Privacy notice: employee and volunteer personal data

Shepherds Dene Retreat House (Stirling Newall Trust) processes personal data relating to those we employ to work and volunteer here. We do this particularly for employment purposes, to assist in the running of Shepherds Dene and/or to enable individuals to be paid.

The collection of this information will also benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of selected protected characteristics
- enabling the day to day operation of Shepherds Dene Retreat House to continue

The personal data includes name, address, date of birth, next of kin, national insurance number, bank account details, personal characteristics such as gender and ethnic group, qualifications and absence/medical fit notes and related information.

We will not share information about you with third parties without your consent unless the law allows or requires us to. We are required or may be required to share some of your personal data with the following:

Robson Laidler (accountants and wealth management – payroll, pension)

HMRC and other related government departments, if required

Cooperative Bank

The People's Pension and personal pension providers

Church of England Dioceses of Newcastle and Durham

Charities Commission

Companies House and other organisations who request information for legal, employment or operational reasons.

Please contact Shepherds Dene if you wish to access your personal data or to check that the data we hold on you is accurate and up to date.