

## **Keeping your information safe – Privacy Notice**

### **Staff and Volunteers**

Omagh Women's Aid provides support, information, advocacy, and temporary accommodation to women with or without children who are experiencing domestic violence. This support is provided in refuges, through community-based services, group work facilitation and the children and young person's projects.

During your employment or period of volunteering with Omagh Women's Aid, we will ask you to provide us with **personal data**. Personal data is information that relates to a living individual who can be identified from the information.

The personal data we collect includes:

- Name, address and personal telephone number
- Personal e mail address
- Date of birth
- National insurance number
- Bank details
- Reference information
- Access NI information
- Emergency contact information
- Blood group
- GP details
- Car registration details
- Personal demographics (race, ethnicity, religion, disability)
- Medical information if relevant to the role
- Education and previous employment information
- Job related information e.g. Absence records, training information, contract data, supervision information.

All of this information is provided by you when you apply for a staff or volunteer role in the organisation and then when your volunteering/employment begins. You have the right to withhold or restrict any of your information you provide however there may be occasions when this will have an impact on our ability to fulfil our obligations as an employer or legal requirements. You also can amend your information if it changes and you have the right to access your file. Following the end of employment/volunteering, you can ask for your details to be deleted from our records (although in some circumstances this will not be possible).

The organisation also uses CCTV cameras for security purposes at refuge.

When we ask you for personal data, we promise to:

- only ask for what we need and is relevant;

- make sure you know and understand why we need it, and who we will share it with;
- hold it securely and make sure nobody has access to it who shouldn't;
- make sure we don't keep it longer than necessary; and
- not make your personal information available for any other use (other than stated on this notice) without your permission unless we are required by law or if you or your child is at risk.

### **Why do we keep information about you?**

- To evidence fair recruitment and selection processes and provide statistical information to the Equality Commission
- Safeguarding purposes
- Staff and volunteer administration, including payroll, travel, sickness and absence information
- To keep in touch with staff and volunteers
- Pensions administration
- Accounting and audit
- Internal reporting on projects
- Internal management
- To carry out employment and legal obligations
- To assist us in informing all competent authorities.

### **How do we store your information?**

Recruitment information is held securely. Your personnel file is stored within the Administration Department and the Senior Manager holds personnel information such as supervision notes, holiday and sickness information. Information is also held in Finance for payroll/pension and other financial purposes. Your personal data is kept securely in filing cabinets, in locked offices and on a password protected database. The organisation has a Data Protection Policy which outlines how we will store and process your information within the organisation to keep it safe and how and when it will be disposed of.

### **Who do we share your information with?**

To support you in your employment and to enable us to meet our legal responsibilities as an employer, we will need to share your information with others. Unless there is a valid reason permitted by law, or there are exceptional circumstances we will not share information outside of those listed below without your consent.

- Equality Commission.
- Universities and colleges - student placements.
- Access NI
- Employers for Childcare
- Pensions Trust
- Business Banking Services
- Companies House
- Charity Commission NI
- Chief Officers 3<sup>rd</sup> sector organisation

- Information provided for references when employees leave the organisation (employment details, sickness absence details)
- Accredited training
- Occupational Health
- Open College Network NI
- Among Omagh Women's Aid staff on a 'need to know' basis

Omagh Women's Aid is dependent on financial funding from external bodies. Funders ask us to provide them with information relating to the work we do, and at times we may be required to pass on some specific information about employees funded by them. Examples of this may include Supporting People, the Health and Social Care Trusts, PCSP, etc...

In certain other circumstances the organisation has a statutory or legal requirement to pass on information for example sending statutory information to government organisations such as HM Revenue and Customs.

All these organisations are obliged to keep your details securely and to dispose of them when no longer needed.

**Am I entitled to see the information that is held about me?**

You have a right to request access to the information that the organisation holds about you. All requests for information must be submitted in writing. To do this you should write to:

The Data Protection Officer,  
 9 Holmview Terrace,  
 Omagh,  
 BT79 0AH.

The collection, processing and recording of your information will be in line with the General Data Protection Regulations 2016.

If you have any concerns or questions about how we collect, handle, or share your information or you wish to make a complaint in this respect you can contact the Data Protection Officer on 028 82241414 or talk to the Senior Manager.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this Privacy Notice, you are confirming you have read, understood, and consented to Omagh Women's Aid collecting, handling and storing your information. You are also consenting to the organisation sharing your information with the agencies listed. Any additional requests for sharing your information will be discussed with you in advance.