

Variable data (for internal use only and not to be included in published version)	
Data Controller's legal name	Rescue Global Management Services Ltd
Person Responsible for data protection	Officer Responsible for Data Protection
Their email address	co@rescueglobal.org
Their telephone no	020 3427 5607
Their physical address	Wheal Harmony House, Solomon Road, Redruth, Cornwall, England, TR15 1FD
Type of data subject covered	Employees Workers and Contractors
Date Created:	
Created by	D Charity
Due for review date:	

Notes:

We must provide individuals with privacy information at the time we collect their personal data from them.

If we obtain personal data from a source other than the individual it relates to, we must provide them with privacy information within a reasonable period of obtaining the personal data and no later than one month.

If we plan to communicate with the individual, we must provide this information at the latest when the first communication takes place. If we plan to disclose the data to someone else, we must provide this information at the latest when the data is disclosed.

This Privacy Notice fulfils requirements under Articles 13 (and where applicable 14) of the GDPR (data obtained directly from the data subject and / or from a third party).

Privacy notice for Employees Workers and Contractors

1. INTRODUCTION

Rescue Global Management Services Ltd is committed to protecting the privacy and security of your personal information. We only collect and use personal data in line with the General Data Protection Regulation, the Data Protection Act and any other applicable laws and regulations.

This Privacy Notice informs you (the 'data subject') about our processing activities: the data we hold, why we use it, how long we will retain it for, and other relevant information.

Any questions and requests regarding personal data may be sent to our Officer Responsible for Data Protection by sending an email to: co@rescueglobal.org or by phone: 020 3427 5607 , or by post: Wheal Harmony House, Solomon Road, Redruth, Cornwall, England, TR15 1FD.

2. APPLICABILITY

This notice is issued by Rescue Global Management Services Ltd (the 'data controller'); it applies only to Employees Workers and Contractors. This notice does not form part of any contract between you and Rescue Global Management Services Ltd

Please also note that the following entities are joint controllers with Rescue Global Management Services Ltd in relation to the following purposes:

Joint controller name:	Process purposes:
Rescue Global (a company limited by guarantee)	For the purposes of applications for grants or other funding opportunities
Rescue Global Emergency Management Systems Limited	For the development of commercial opportunities in relation to intellectual property
Protector Services Group Ltd	For the management and deployment of staff engaged by both entities

3. DATA PROTECTION PRINCIPLES

We ensure any personal data we hold about you is:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect, store, and use the following categories of personal information about you:

Allergies (S)	Identifying marks
Annual leave records	IT system usage records
Application forms / cvs	Knowledge / Understanding
Appraisal and development records	Manager Name
Assessor's Signature	Marital status
Attendance records	Medical information (S)
Authentication questions / answers	Name
Bank details	Name of Operational Lead
Blood type (S)	National Insurance Number
Capability formal proceedings information	Nationality
CCTV	Net Pay
Citizenship	Next of kin / Emergency contact - details
Clothing size	NI number
Conduct or capability related	Notice period
Content of P45 form	Objectives
Criminal record check (S)	Passport copy / number
Current Job Title	Passport Details
Current Notice Period	Pay rate and pay history
Date of birth	Pension details
Deductions	Performance summary
Deployment Dates	Personal attributes
Dietary requirements	Personal Development
Disciplinary records	Personal email address
Date of Birth	Personal mobile
Drivers' licence copy / number	Photographs
Employment Type	Position Held
Enrolment status	Pregnancy / maternity records
Ethnicity (S)	Prescriptions
Experience	Probation period dates and other related data
Eye colour	Qualifications / Certificates (details of)
Gender	Referees and related information
General attendance records	Registered Disabled
General performance indicators	Religious or philosophical beliefs
Grievance records	Right to work documents
Gross Pay	Salary
Hair colour	Sickness absence records (S)
Height	Signature
Holiday entitlement	Skills
Home Address	Skype or similar ID
Home Phone	Social media ID
ID Number	

Start and end dates of employment	Weight (S)
Strengths / limitations	Work address
Student Loan Status	Work Address (i.e. either contact address or place work undertaken)
Tax	Work email address
Telephone	Work Permit / Visa
Training (details of)	Work telephone
Travel Details	Working Hours
Username / passwords	
Vaccinations	

We may collect, store and use “special categories” of more sensitive personal information in line with our Processing Sensitive Data Policy, these categories are marked (S) in the list above. Special categories of personal data are more sensitive personal data which require a higher level of protection.

5. WHAT LEGAL BASES DO WE RELY ON?

We use the types of personal data above on the following legal bases:

- When we need the information to perform a contract with you.
- When we need to comply with our legal obligations.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to protect your vital interests (or someone else’s vital interests).

6. WHY DO WE PROCESS THIS INFORMATION?

The situations in which we will process your personal information are listed below:

CONTRACT - To ensure other parties perform their contracted duties

CONTRACT - To generate appropriate contractual documentation

CONTRACT - To perform our duties under a contract

DUTY - To comply with a duty owed to a 3rd party

ELIGIBILITY - To ensure staff are entitled to work in the UK

HUMAN RESOURCES - To process personnel matters including appraisal, professional development, fitness for work, disciplinary, contract termination, promotion and pay review

LAWFUL - To ensure our activities are within the law

LEGITIMATE INTEREST - To attain some other legitimate interest

LIFE - To protect health and wellbeing

MANAGEMENT - To effectively manage our staff, their activities and our tangible assets

OBLIGATION - To comply with a strict legal obligation to retain records

PAYROLL - To administer pay, tax, NI and other deductions and allowances

RECRUITMENT - For the purposes of recruitment

REFERRALS - To market or otherwise correspond with those referred to us

SECURITY - To promote and ensure a secure working environment and protect our staff and tangible assets

We may also from time to time process this information for these reasons:

ANALYSIS - To undertake data analytics for internal staff management or external service management purposes
ARCHIVE - To maintain appropriate historical records
AUDIT - To retain information that may be relevant to an audit
BENEFITS - To provide benefits to employees and workers
CARE – To comply with our duty of care and consider adjustments
CLAIMS - To retain documents that may be relevant to legal claims
EQUAL OPS - To comply with equal opportunities and reporting requirements
IT – To restrict network access and to monitor and manage the use of our systems
LIFE - To protect health and wellbeing
LITIGATION - To comply with our legal duty of disclosure
PENSIONS – To administer pension enrolment and payments
PLANNING - To plan accounting and resource allocation
PUBLIC - To further broader public interests
QUALIFICATION – To ensure staff are suitably skilled and trained
REGULATOR - To comply with a requirement of our regulator
SAFEGUARDING - To ensure we comply with our duties to protect children and vulnerable adults
SERVICE DELIVERY - To provide our services
SHARING - To share relevant information with a 3rd party organisation/s who have a right to know it

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

7. WHERE DID WE COLLECT THIS DATA FROM?

We collect information from Data Subjects directly. In the context of employment, we may also have obtained your data from one of the sources below.

- Employment agencies or businesses
- The Disclosure and Barring Service (DBS)
- Former employees or workers who may have recommended you
- Those you gave as referees
- Publicly available sources

We will also collect some of the information in the categories above in the course of your employment.

8. ARE YOU UNDER ANY OBLIGATION TO PROVIDE THE PERSONAL DATA?

Where we process Personal Data to comply with our legal obligations you must provide this information.

If you fail to provide certain information when requested we may be prevented from: performing the contract we have entered into with you, complying with our legal obligations, or achieving our legitimate interests.

9. WHO DO WE SHARE THIS INFORMATION WITH?

We will share your personal information with other entities in our group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data. Group entities are required to take appropriate security measures to protect your personal information in line with our policies.

We use some third-party service providers (the 'processors') who process data for us under strict instructions and under a binding contract with us. Our processors provide the following services:

- Payroll
- Pension administration
- Benefits provision and administration
- IT services
- Web-based Customer Relationship Management software
- Cloud-based storage
- Outsourced HR
- Data Protection Consultancy
- Legal advisors
- Accountancy services

Processors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

10. TRANSFERS TO OTHER COUNTRIES OR TO INTERNATIONAL ORGANISATIONS

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

11. WILL THE INFORMATION BE USED FOR AUTOMATED DECISION MAKING OR PROFILING?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

12. HOW LONG DO WE KEEP THIS INFORMATION?

We retain personal data in compliance with our Retention Policy and Schedule for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Our Retention Policy and Schedule are available at www.rescueglobal.org/online-policies#privacy.

13. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please let us know if your personal information changes.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

14. COMPLAINTS

If you have any concerns or complaints about data protection you should first raise this with us either by email to: co@rescueglobal.org or by phone: 020 3427 5607 , or by post: Wheal Harmony House, Solomon Road, Redruth, Cornwall, England, TR15 1FD.

If you have a complaint or concern that has not been remedied internally, you may choose to raise this with the Information Commissioner’s Officer (ICO). Visit www.ico.org for more information.