

Privacy Notice for Staff and Volunteers

This privacy notice is intended to let you know how and why we use the data you provide to us. You don't need to do anything – but please read this document carefully.

Who we are

Shooting Star Children's Hospices cares for babies, children and young people with life-limiting conditions, and their families. Whether lives are measured in days, weeks, months or years, we are here to make every moment count. As a leading children's hospice, we support families from diagnosis to end of life and throughout bereavement with a range of nursing, practical, emotional and medical care. As an organisation, Shooting Star Children's Hospices is registered with the Information Commissioner in accordance with the General Data Protection Regulations. Our registered charity number is 1042495.

We are committed to protecting your privacy and will only use personal data that we collect in line with all applicable laws, including the General Data Protection Regulation (GDPR). All staff receive training on the principles of data protection and information security.

Data Protection laws give individuals rights in respect of the personal information that we hold about you. These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

What data do we collect about you?

The personal data we process in relation to employment, volunteering and training is provided to us by individuals at the point of application for a role at Shooting Star Children's Hospices, or by the agency where we engage agency staff. In order to carry out our activities and obligations as an employer we handle data in relation to:

- Personal demographics (including gender, age, race, ethnicity, sexual orientation, religion)

- Contact details such as names, addresses, telephone numbers and emergency contact(s)
- Employment records (including professional membership, references and proof of eligibility to work in the UK and security checks)
- Bank details
- Pension details
- Medical information including physical health or mental health
- Information relating to health and safety
- Trade union membership
- Offences (including alleged offences), criminal proceedings, outcomes and sentences
- Employment Tribunal applications, complaints, accidents, and incident details

What is the purpose of processing this data?

We have a legal obligation to process this as part of your contract of employment (either permanent or temporary) or volunteer agreement or as part of our recruitment processes following data protection and employment legislation. We use your personal data for a number of purposes including the following:

- to process job and volunteer enquiries and expressions of interest
- to complete our recruitment process
- to process the details of your contract of employment or volunteer agreement, pay and pension, and keep a record of employment related and volunteer matters
- to deliver our services as an employer
- for our own internal administrative purposes
- for statistical purposes appropriate to our services
- to comply with relevant laws and regulations.

The provision of personal data is therefore part of a contractual requirement, including the fulfilment of an agreement to volunteer. Failing to provide the personal data required would consequently mean we would be unable to complete our recruitment processes and we could not engage you in a contract of employment or volunteer agreement.

By law we're allowed to process your data for one or more of these reasons:

- you have provided consent
- it is necessary for us to be legally compliant
- there is a legitimate interest to do so (e.g. in our role as an employer)

We will never share, sell, swap or rent your data to third parties for marketing purposes.

We only provide authorised parties (for example, the HMRC, Health & Safety Executive, pension schemes, life assurance, payroll, childcare vouchers provider, etc.)

with the data they need to deliver relevant services.

We will always keep your data secure and confidential. However, disclosure may be required by law, for example to government bodies and law enforcement agencies.

How do we protect and keep your data?

We don't keep your data for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Retention policy which adheres to the requirements of the GDPR.

We have security procedures, rules and technical measures to protect your data. Your data will be kept in a secure environment with access restricted to a "need to know" basis.

Should you have any queries about the retention periods for personal data or on any aspect of the use of your information, please contact our Data Controller, Jenny Johnson, Director of Finance by email at gdpr@shootingstar.org.uk, by phone 01483 230960 or by post Shooting Star Children's Hospices, Shooting Star House, The Avenue, Hampton, Middlesex, TW12 3RA.

How do you update your personal data?

We want to make sure that your personal data is accurate and up to date. Please let us know if your details change.

To let us know of any changes please contact:

HR Team, Shooting Star Children's Hospices	Volunteer Development Team, Shooting Star Children's Hospices
Shooting Star House The Avenue, Hampton, Middlesex, TW12 3RA	Shooting Star House The Avenue, Hampton, Middlesex, TW12 3RA
Email: hrteam@shootingstar.org.uk	Email: volunteers@shootingstar.org.uk
Tel: 01483 230960	Tel: 01483 230960

What rights do I have over my personal data?

Under the General Data Protection Regulation, you have the right to:

- Access your personal data by making a Subject Access Request
- Rectify, erase or restrict your data where this is justified
- Object to the processing of your data where this is justified
- Data portability – request transfer of data where this is justified

- To lodge a complaint with Shooting Star Children's Hospices or the primary regulator, the Information Commissioners Office (details available on request)

Shooting Star Children's Hospices' full Privacy Statement can be read on our website at: [**www.shootingstar.org.uk/our-privacy-statement**](http://www.shootingstar.org.uk/our-privacy-statement)

For more information, please contact the Shooting Star Children's Hospices Data Protection Officer using the following contact details:

The Data Protection Lead

Shooting Star Children's Hospices
Shooting Star House
The Avenue
Hampton
Middlesex, TW12 3RA
gdpr@shootingstar.org.uk
Tel: 01483 230960

Changes to this privacy notice

Rules and regulations around data can change – which means that our privacy notice will change too. Therefore, it's worth visiting this page from time to time to check for updates. At the start of this privacy notice we tell you when it was last updated.