



## STAFF PRIVACY POLICY

This is Martine Staff (Guernsey) Ltd t/a Home-Care Guernsey's (we, our, us) Staff Privacy policy notice.

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your right in relation to your personal information and on how to contact us and other organisations in the event you have a complaint.

### INTRODUCTION

Home-Care Guernsey are registered with Information Commissioner's Office. As part of the services we offer, we are required to process personal data about our staff, our clients and, in some instances, the friends or relatives of our clients and staff.

"Processing" can mean collecting, recording, organising, storing, sharing, or destroying data.

We are committed to providing transparent information on why we need your personal data and what we do with it. This information is set out in this privacy notice. It will also explain your rights when it comes to your data.

### STAFF

#### What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data about you:

- Your basic details and contact information e.g., your name, address, date of birth, National Insurance number and next of kin.
- Your financial details e.g., so that we can pay you, insurance, pension and tax details.
- Your training records.

We also record the following data which is classified as "special category":



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- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g., fit notes or in order to claim statutory maternity pay.
- We may also record data about your race, ethnic origin, sexual orientation, or religion.
- Criminal Record Data.

### **Why do we have this data?**

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because.

- We have a legal obligation under Guernsey and UK employment laws.
- We are required to do so in our performance of a public task.
- We have a legitimate interest in processing your data – for example, we provide data about your training to Skills for Care's Adult Social Care Workforce Data Set, this allows Skills for Care to produce reports about workforce planning.

We process your special category data because.

- It is necessary due to social security and social protection law – we are required to perform Disclosure and Barring Service (DBS) checks on our staff.
- It is necessary for us to process requests for sick pay or maternity pay.
- We are required to provide data to our regulators, as part of our public interest obligations.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.



### **Where do we process your data?**

As your employer we need specific data. This is collected from or shared with:

1. You or your legal representative(s).
2. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms, and via apps. This includes sites such as active absence, new care, PASS, and mail chimp.

Third parties are organisations we have a legal reason to share your data with. These include:

- The States of Guernsey.
- Our pension and healthcare schemes.
- Our external payroll provider.
- Organisations we have a legal obligation to share information with i.e., for safeguarding, for example.
- The police or other law enforcement agencies if we have to by law or court order.

### **FRIENDS/RELATIVES**

#### **What data do we have?**

As part of our work providing high-quality care and support, it might be necessary that we hold the following information on you:

- Your basic details and contact information e.g., your name and address.

#### **Why do we have this data?**

By law, we need to have a lawful basis for processing your personal data.

We process your data because we have a legitimate business interest in keeping emergency contact details for our staff.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you



consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

### **Where do we process your data?**

So that we can provide high quality care and support we need specific data. This is collected from or shared with:

1. You or your legal representative(s);
2. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms, and via apps.

Third parties are organisations we have a legal reason to share your data with. These may include:

- Other parts of the health and care system such as local hospitals.
- The police or other law enforcement agencies if we have to by law or court order.

### **YOUR RIGHTS**

The data that we keep about you is your data, and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data.

1. You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this service.
2. You have the right to ask us to correct any data we have which you believe to be inaccurate. You can also request that we restrict all processing of your data while we consider your rectification request.
3. You have the right to request that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for.
4. You may also request that we restrict processing if we no longer require your



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personal data for the purpose, we originally collected it for, but you do not wish for it to be erased.

5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.

You may need to provide adequate information to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

## **HOW TO CONTACT US**

If you need to contact us about anything relating to your personal information, you can write to us at [support@homecareguernsey.gg](mailto:support@homecareguernsey.gg) or ring us on +44 7951 374410.

## **COMPLAINTS**

If you would like to complain about how we have dealt with your request, please contact:

Office of the Data Protection Authority

Block A, Lefebvre St, GY1 2JP | Tel: +44 1481 742074 | Email: [info@odpa.gg](mailto:info@odpa.gg)