



Privacy notice for employees and volunteers (including work experiencers)

The Mix Stowmarket Ltd

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. This document contains your rights in relation to your personal information and how to contact us and other organisations in the event that you have a complaint. Please see the section on 'Your rights' for more information.

Introduction

We are The Mix Stowmarket Ltd. ("The Mix"). In order for The Mix to provide you with employment (paid and unpaid) support and management; we collect and use certain personal information about you.

Personal information means any information about you from which you can be identified, but it does not include information where your identity has been removed (anonymous data).

As the 'controller' of personal information, we are responsible for how that data is managed. The General Data Protection Regulation ("GDPR"), which applies in the United Kingdom and across the European Union, sets out our obligations to you and your rights in respect of how we manage your personal information.

As the 'controller' of your personal information, we will ensure that the personal information we hold about you is:

1. used lawfully, fairly and in a transparent way.
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. relevant to the purposes we have told you about and limited only to those purposes.
4. accurate and kept up to date.
5. kept only as long as necessary for the purposes we have told you about.
6. kept securely.

If you have any questions about this privacy notice or would like further explanation as to how your personal information is managed then please contact us (see 'How to contact us' below).

Purposes of processing

| Purpose of processing | Examples |
|--|--|
| Maintaining employee and volunteer files | <ul style="list-style-type: none">• To receive, record and process application paperwork.• To receive, record and process holiday requests from employees and manage shift cover requests.• To record and manage employer/employee meetings.• To receive, record and provide support following sickness and other absence.• To report and monitor performance.• To record training activities.• To conduct, record and communicate during; induction, probation, supervisions and when a staff member will be leaving The Mix. |

| | |
|-----------------------------------|---|
| Finance and payroll | <ul style="list-style-type: none"> To process expense payments for employees and volunteers To process payroll and benefits for employees. |
| Safeguarding | <ul style="list-style-type: none"> Running DBS checks, recording outcomes and other safeguarding best practice, including reference checks. To ensure the suitability of volunteer and employee applicants to work with and around young people.. |
| Fulfilling our legal requirements | <ul style="list-style-type: none"> To monitor and ensure compliance with National Minimum Wage Standard, Right to work in the UK and other regulations. To receive, record, assess and report accidents as necessary. To support any legal proceedings that may arise. Maintaining appropriate insurances To manage and provide training |
| Operations | <ul style="list-style-type: none"> Internal communications (e.g. emails and letters, sent and received.) IT and software support services |
| Providing work experience | <ul style="list-style-type: none"> Checking suitability of candidates Keeping records and reporting as required |

Personal data we process

In our role as an employer we have to process a number of different categories of data. This includes:

- Name and contact details
- Bank details
- Pension details
- Tax details
- Sick leave details
- Pay, Performance/Disciplinary, Annual leave, Contract terms
- Photo Identity
- Date of Birth
- Driving licence details
- Qualifications and competencies, Employment history, Other CV contents (including Referee details)
- Details of accidents
- Email communications

Certain information that we process is classed as 'special category data'. It is sensitive by nature. We have a higher duty of care in how we process this:

- Ethnicity
- Disability and medical details
- Criminal Convictions

- Other records that relate to Safeguarding / DBS

Who has access to your personal data

In order to operate our business and deliver our services we rely on third parties to provide specialist support to us. To provide this support they will have access to, or a duty of care over your personal information. These providers are:

| Category of recipient | Examples |
|---------------------------------------|--|
| Software service providers | Payroll software system, Email service provider, Project management systems, CRM membership database |
| Communication service providers | Giffgaff - mobile phone provider – for those staff who have been provided with a mobile phone for work purposes. |
| Finance and payroll service providers | Banks and Online Banking, Pension providers |
| Relevant authorities | HMRC, HSE, Local authorities |
| DBS provider | Community Action Suffolk |
| Insurance providers | Insurance brokers |
| Training providers | As required. |

International transfer

All your personal data is stored and processed on systems that are within the European Economic Area (EEA) and offer the same level of legal protection and rights over your data.

Retention schedule

| Type of data | Retention period |
|---------------------------------------|--------------------------|
| Employee/volunteer file | 6 years post employment |
| Finance details | 3 years post employment. |
| Pension or retirement benefit details | 75 years post employment |
| Internal communications | 6 years |

Legal basis for processing

We rely on the following grounds within the GDPR:

Article 6(1)(b) – processing is necessary for the performance of our **contracts** to provide service users with our services and you with employment

- Article 6(1)(c) – processing is necessary for us to demonstrate **compliance with the law** or regulatory frameworks
- Article 6(1)(f) – in pursuit of **legitimate interests**
 - To provide email and communications services
 - To engage a suppliers to provide IT and software support.

GDPR recognises that additional care is required when processing special category (sensitive) data such as your health. We process this under the following grounds within GDPR

- Article 9(2)(b) - Legal obligations under employment or social benefit law

Your rights

Under the GDPR you have important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure (i.e. deletion) of personal information concerning you, in certain situations. Please note that if you ask us to delete any of your personal information which we believe is necessary for us to comply with our contractual or legal obligations, we may no longer be able to provide care and support services to you;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances;
- claim compensation for damages caused by our breach of any data protection laws;



For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The GDPR also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Data controller details

The Mix Stowmarket Ltd, 127 Ipswich Street, Stowmarket, Suffolk, IP14 1BB

How to contact us

- **Email** – privacy@themixstowmarket.co.uk, subject: URGENT FAO: Data Controller
- **Post** – FAO: Data Controller, The Mix Stowmarket Ltd, 127 Ipswich Street, Stowmarket, Suffolk, IP14 1BB
 - Please mark this as URGENT
- **Telephone** – 01449 745130