



Privacy Statement for Creative Support Employees

Why we process your personal data

Creative Support exercises its right under the *General Data Protection Regulation* (GDPR) and UK *Data Protection Act 2018* to control and process personal information about its employees. We process this data as it is necessary to perform the contract of employment held between Creative Support and its employees.

Your privacy is of the utmost importance to us, and data protection is built into our processing at every stage. This means that while we do not require your consent in order to process your personal data, we will only retain and use personal data when we have a legally justifiable reason for doing so that balances our interests as an employer with your rights as an employee.

Your personal data is shared only with those departments within Head Office, and external organisations who also have a legal basis for using it in order to fulfil our obligations to you as an employee. We never sell or share your information with any organisations for marketing purposes. Creative Support do not use your personal data for any automatic profiling or decision making.

Your rights

You have the right to see what personal information Creative Support processes about you, and to know our reasons for doing so. In turn, Creative Support has an obligation to keep information about you accurate and up-to-date. If you become aware of any information we hold about you that is inaccurate, or if any of your personal details have recently changed, please notify us and we will update our records accordingly.

You have the right to request to see all your personal information that Creative Support records and processes, using a "Request for Copy of Information Held on an Individual" form appended to the corporate Data Protection and Information Governance policy.

You have the right to "data portability" with respect to your personal information, which means that you may request for it to be sent to you in a format that can be moved, transferred or copied across different services.

The types of personal information we process include:

- personal details, i.e. names, addresses, contact numbers, date of birth
- family details, i.e. marital status, next of kin and emergency contacts (including your GP)
- nationality
- whether you have a current driver's licence
- whether you are registered as disabled
- bank account details



We also process sensitive categories of personal information that may include:

- racial and ethnic origin
- trade union membership
- information about your mental or physical health, insofar as this pertains to your job role
- sexual orientation

Creative Support will not record or process information about your political or religious opinions, philosophical beliefs, sexual orientation or gender identity, or any other categories of personal information named in Article 9 of the GDPR, except where you have disclosed this information and given us your explicit consent to record and process it.

Creative Support will not transfer any of your personal data outside of the European Economic Area (EEA).

How we protect your personal data

The information we keep on you is held securely whether it is held in paper or digital formats. Hard copies of personal information are stored in secure offices. Information that is held in paper or digital formats is kept securely and can be accessed only by the Creative Support employees who are specifically involved with the relevant aspect of your employment. All software systems used for processing your personal data are secure and fully compliant with data protection legislation.

All of these systems have been assessed to check that they are secure and fully compliant with data protection legislation, in the interests of protecting your personal data. Further information can be found in our corporate policies, *Data Protection and Information Governance* and *Management and Archiving of Records*.

Volunteers

We also process the personal data of individuals who work for Creative Support as volunteers. If you are a volunteer who does not receive support from Creative Support, the only personal data of yours we will process will be what we collected from you when you applied to become a volunteer. If you volunteer for us while also receiving Creative Support services, the Volunteers Team will process only the personal data you provided to them, and not any additional personal data that your Creative Support carers have on record in order to support you.

How to contact us

Creative Support's Senior Information Risk Owner is Julie Cooke, Service Director, whose contact details are as follows:

Wellington House
131 Wellington Road



Stockport
SK1 3TS

Phone: 0161 236 0829

Email: julie.cooke@creativesupport.co.uk

You may also wish to contact a member of the Information Governance Team at ig@creativesupport.co.uk if you have any general queries about how your personal data is processed and protected.

You have the right to log a complaint with the Information Commissioner's Office (ICO) if you have any concerns about the way that Creative Support is using your personal data. More information can be found at the ICO's website at <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.