

# **Jersey Employment Trust**

## **Employee Privacy notice**

### **How we protect and manage your personal data as a paid employee of JET.**

This statement explains how JET handles and uses personal data we collect about staff. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to JET as an organisation and where we refer to 'you' or 'your' we are referring to staff.

We are committed to protecting your personal information and to being transparent about what information we hold. JET understands its obligations to you to help you understand how and why we process your personal data. This notice tells you about these uses and should be read in conjunction with the JET data protection policy.

### **Why we hold your personal data**

We are required to hold your personal data for various legal and practical purposes without which we would be unable to employ you. The information that we hold enables us to comply with our employment contract with you and to comply with any legal requirements and legitimate interests of the organisation.

### **Personal Data held by JET**

The information we hold about you is primarily information you have provided when applying for your job supplemented by information generated in the course of your employment. The information we hold includes:

- Name
- Contact Details
- Emergency Contact Details
- Date of Birth
- Application Form/CV
- Details of your career
- References
- Employment Contract and any amendments
- Supervision and appraisal forms
- Disciplinary and grievance documentation
- Training records
- Accidents at work
- Letters confirming your details e.g. to a mortgage provider at your request
- Information needed for payroll (e.g bank details, IT IS)
- Registration card
- Holidays records
- Sickness records
- Other absence records (e.g. compassionate leave/TOIL).
- Documentation relating to maternity leave

- Risk Assessments
- Return to Work forms
- GP Name and address
- Occupational health reports
- Maternity periods, pay and associated risk assessments
- Driving Licence (in relation to driving roles and company car usage)
- Health condition and disability details
- Photographs on JET Website with Job Title
- Photographs on social media
- Timesheets
- DBS Update service reference number

### **When we collect your information.**

We collect information from you when you are recruited to the organisation and this is added to throughout the course of your employment. Information may be provided by you, your Line Manager, your Team Leader and also from third parties (e.g. referees, occupational health, GP, pension provider, training providers etc).

### **How information about you will be used and the legal basis.**

At the first point of contact with you we will have typically received a completed application form from you. As part of our commitment to safe recruitment, at the point of an offer of employment we will have received a criminal records check, health evaluation and references for you. These will be reviewed and once deemed satisfactory we will not retain these documents.

JET uses data on your name, contact details, date of birth, social security number, IT IS rate registration card and bank details in order to comply with payment of your salary relating to the terms of your employment contract. We also have a legal requirement to the States of Jersey to retain documents such as IT IS rates and Registration card (including social security number). We also have a legal requirement to retain a copy of your employment contract.

Where necessary we may keep information relating to your health, which could include risk assessments, GP and Occupational health reports. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data and to monitor sick days to manage sickness pay in line with your employment contract.

We will store and enter holiday requests onto our profile database in order to monitor holiday entitlement in line with our employment contract with you. Similarly, we have information on timesheets relating to your contractual hours and for the administration of TOIL in line with statements made in your contract.

We will hold training records which will document what training you have attended, when you have attended it and copies of certificates where relevant. Mandatory training is recorded

in order to comply with health and safety regulations (e.g. First Aid, PAT Testing and Manual Handling). Other training is recorded in order to demonstrate our duty of care for clients and other members of staff (e.g. Safeguarding training) and other more general training is recorded to demonstrate that we meet our commitment to provide training and development opportunities for all staff.

We will electronically store supervision forms and appraisals to ensure that we document feedback relating to your personal development, training, issues at work, actions agreed and safeguarding issues. We have a commitment to developing our staff, we retain these records to demonstrate progress and to document that actions have been agreed and carried out.

As a member of staff you may be asked if we can take your photo for use on sharepoint and/or on our website so that staff can easily identify you and on the website this gives guidance to external organisations as to who to contact. We will ask for your explicit consent with regards to the use of photographs for this purpose.

### **Who we share your information with.**

We will only disclose information you to third parties if we are legally obliged to do so or where we need to comply with your contractual duties to you. Information may be shared with:

- Social security and the Tax office, we have a legal requirement to provide information to these departments with regards to tax and contributions.
- Pension provider – we will provide your contact details with regards to setting up a company pension.
- At your request we may provide confirmation of details to other companies e.g for a mortgage application, rental agreement.
- Training providers – we will provide your contact details for the purposes of booking training courses.

### **How long we hold your data.**

We have a retention schedule in place for all personnel data, a copy of the retention scheduled can be obtained from the HR Manager.

### **Implications of not providing your data or consent.**

The vast majority of data requested from you for the purposes of Human Resources relates to pay and your employment contract. As a result it may not be possible to employ you at JET if you do not provide information that we require for legal reasons (e.g. IT IS rate, registration card).

### **Your rights**

Any person who provides JET with personal information will have the following rights under GDPR legislation (comes into force 25/5/18):

- The right to access their personal data (through a Subject Access Request)
- The right to stop or restrict the use of their personal data from being processed.

- The right to request to have all personal information JET holds on them to be deleted (this is known as the right to erasure).
- The right to ask and have their personal information transferred to another service provider (this is known as data portability).
- Right to have their personal information kept up-to-date and accurate and to direct JET to correct information they believe is incorrect.
- The right to complain to the Office of the Information Commissioner at Brunel House, Old Street, St Helier, Jersey, JE2 3RG or 01534 716530 or [enquiries@dataci.org](mailto:enquiries@dataci.org).

If you wish to exercise any of these rights you can contact the JET Data Protection Officers; Sarah Boydens and David Rose on 01534 788900, at [dataprotection@jet.co.je](mailto:dataprotection@jet.co.je) or in writing at The Oakfield Building, La Rue du Froid Vent, St Saviour, Jersey, JE2 7LJ.

### **Updates**

We will update our Data Privacy Notice from time to time and you can find a copy of the most up to date notice on our website [www.jet.co.je](http://www.jet.co.je) under Downloads.

The Data Controller the purposes of the Data Protection (Jersey) Law 2018.