

# Privacy Notice – HR, Staffing, Employment, Recruitment & Training

First Community Health and Care CIC (hereafter First Community) collects and stores information pertaining to staff for the purposes of HR, Employment, Recruitment and Training.

Information is collected and stored about prospective, current and past employees, including self-employed and temporary staff.

Data is collected for purposes including recruitment, occupational health, vetting checks, staff training and payroll.

First Community commission Equiniti Group Plc to manage their payroll services on their behalf.

We may share information with the following organisations with your explicit consent or when the law allows:

Equiniti Group PLC  
Occupational Health  
HM Revenue and Customs  
Department of Work and Pensions

We are required by Articles in the General Data Protection Regulations to provide you with the information in the following 9 subsections.

<p><b>1) Controller</b> contact details</p>	<p>First Community Health and Care CIC 2nd Floor Forum House 41 - 51 Brighton Road Redhill Surrey RH1 6YS</p>
<p><b>2) Data Protection Officer</b> contact details</p>	<p>Jamie Sheldrake Email: <a href="mailto:nelcsu.dpo@nhs.net">nelcsu.dpo@nhs.net</a> Tel: 03000 428 438</p>
<p><b>3) Purpose</b> of the processing</p>	<p>Legal Obligation</p>
<p><b>4) The Lawfulness Conditions and Special Categories</b></p>	<p>The lawful basis for processing, storing and sharing this data are;-</p> <p>Article 6(1)(c) <i>“the processing is necessary for compliance with any legal obligation to which the controller is subject”</i></p> <p>And in addition an Article 9 Condition for processing should be adhered to;-</p> <p>Article 9(2)(b) – <i>“processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment”</i></p>
<p><b>5) Recipient or categories of recipients</b> of the shared data</p>	<p>The data will be shared with the following Providers:</p> <p>Occupational Health HM Revenue and Customs Department of Work and Pensions Equiniti Group Plc</p>
<p><b>6) Right to object</b></p>	<p>You have the right under Article 21 of the GDPR to object to your personal information being processed. Please contact the</p>

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	<p>organisation if you wish to object to the processing of your data. You should be aware that this is a right to raise an objection which is not the same as having an absolute right to have your wishes granted in every circumstance.</p> <p>First Community processes personal data under Article 6(1)(c) on a lawful and legitimate basis where the organisation is obliged under law to comply with</p> <ul style="list-style-type: none"><li>• UK Employment Legislation</li></ul> <p>By complying with employment laws, the organisation has compelling legitimate grounds for the processing which override the interests, rights and freedoms in the right to object.</p>
<b>7) Right to access and correct</b>	You have the right to access any identifiable data that is being shared and have any inaccuracies corrected.
<b>8) Retention period</b>	The data will be retained in line with the law and <a href="#">national guidance</a> or speak to the organisation.
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner's Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>Or by calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales, (see ICO website)</p>

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<sup>i</sup> GDPR requires information regarding how your data is processed to be provided to you in an easily understandable format however, please feel free to contact the Controller if you have any further questions.