



KINGDOM
Group

Fair Processing Notice

Employees

If you need this publication in larger print, audio form, Braille, or in another language, please contact our office and we will try to help you.



Approved: May 2018
Next Review: May 2019

FAIR PROCESSING NOTICE

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

The Kingdom Group includes the following entities:

- Kingdom Housing Association (KHA), a Scottish Charity (Scottish Charity Number SC000874) and a registered society under the Co-operative and Community Benefit Societies Act 2014
- Kingdom Support and Care (KSC), a Community Interest Company and a wholly owned subsidiary of Kingdom Housing Association (A Private Limited Company Registration Number SC545491)
- Kingdom Initiatives Limited (KI), (Private Limited Company Registration Number SC383963) a non-charitable wholly owned subsidiary of Kingdom Housing Association.

With all having a Registered Office at Saltire Centre, Pentland Court, Glenrothes.

We as a group are committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25 May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under the following registration numbers and we are the data controller of any personal data that you provide to us.

- Kingdom Housing Association - Z6582821
- Kingdom Support and Care CIC - ZA222159
- Kingdom Initiatives - Z9940678



Our Data Protection Officer is Calum Kippen. Any questions relating to this notice and our privacy practices should be sent to him at c.kippen@kingdomhousing.org.uk.

We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):

Name;	Right to Work paperwork such as copy of passport, driving licence;
E-mail Address;	Qualifications ;
Date of Birth;	Personal characteristics such as gender and ethnic group;
National Insurance Number;	Disability, if applicable as defined by the Disability Discrimination Act 1995;
Address(es);	SSSC & Nursing Registrations Details;
Staff ID Photo;	PVG/Disclosure Scotland membership numbers;
Telephone Numbers;	Pension Scheme Membership Number;
Bank Details;	Absence Information.
Driving Licence Number;	

We collect and use the above information and personal data for:

- Administration of contracts of employment;
- Identification purposes;
- Payment of salaries;
- Recruitment and selection;
- Equality & diversity reporting;
- Pensions and associated benefits;
- Appraisal, training and development;
- Membership of professional bodies;
- Compliance with car user status.



We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension;
- To allow your electronic payslips to be produced and issued to you;
- To allow your private health insurer manage your account;
- To allow our car check provider check licences/insurance/MOT/Tax to ensure compliance;
- To allow us to issue Housing Regulator and Scottish Housing Network annual returns;
- If we enter into a joint venture with or are sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Your information will only be stored within the United Kingdom (UK) and European Economic Area (EEA). Unless needed by law, we will not otherwise share, sell or distribute any of the information you give to us without your consent.

When you give us information we take steps to make sure that your personal information is kept secure and safe. Further details can be accessed within our Privacy Policy.

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our staff handbook.

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information.



If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: Jacqui Hoskisson, Corporate Support Services Co-ordinator on j.hoskisson@kingdomhousing.org.uk.

You have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL, Telephone: 0131 244 9001, Email: Scotland@ico.org.uk.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

