



Fair Processing Notice

Employees



Reviewed: October 2024
Next Review: October 2025

FAIR PROCESSING NOTICE - EMPLOYEES

1. Introduction

This notice explains what information we collect, when we collect it and how we use it. During the course of our activities we will process your personal data (which may be held on paper, electronically, or otherwise) 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.

2. Who are we?

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 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

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 2018 and the UK General Data Protection Regulation (UK GDPR), together with any domestic laws subsequently enacted.

Our Data Protection Officer is Calum Kippen. Any questions relating to this notice and our privacy practices should be sent to him at calumkippen@kha.scot



3. How we collect information from you and what information we collect

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) or
- (iii) CCTV

Name	Email Address	Right to Work paperwork
Date of Birth	Staff ID Photo;	Qualifications ;
Address(es);	Telephone Numbers;	SSSC & Nursing Registrations Details;
National Insurance Number;	Bank Details;	CCTV Digital Images
Driving Licence Number;	Absence Information	Personal characteristics such as gender, ethnicity, disability etc;
Pension Scheme Membership Number;	PVG/Disclosure Scotland membership numbers;	Disability, if applicable as defined by the Disability Discrimination Act 1995;

4. Why we need this information

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

- Administration of contracts of employment;
- Identification purposes;
- Monitoring office attendance for security and health & safety 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;
- Crime prevention and public safety (CCTV)



5. **Sharing of your information and why we may need to share it**

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 to manage your account;
- To process/implement any employee benefits chosen by staff including via the Tusker car scheme;
- To allow us to issue Housing Regulator and Scottish Housing Network annual returns;
- For the prevention of crime and public safety;
- 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.

6. **How we store your information**

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.

7. **How long will we keep your information?**

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.

8. **Your Rights**

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:

Gillian Maton on kingdom@kha.scot



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.

