



GDPR – Privacy Notice (Existing Employees)

Data Protection Privacy Notice (employment)

This notice explains what personal data (information) we hold about you, how we collect it, process it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation.

Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Maples Community Care Limited is a private limited company, registered in England under company number 02954347.

Registered address: Boyce's Building Regent Street, Clifton, Bristol, BS8 4HU

The Data Protection Officer for Maples Community Care can be contacted via email: dpo@maples.co.uk, by writing to us at Data Protection Officer, Maples, 2nd Floor, Verona House, 53 Filwood Road, Bristol, BS16 3RX, or by telephoning 0117 302 61 60.

Maples Community Care is the controller for the personal information we process about you, unless otherwise stated.

Maples' sister company, Maples Community Housing Limited, is registered in England under company number 03526825 at the same registered address and utilising the same contact information. Personal data is managed in the main by Maples Community Care Ltd, though some payroll functions are shared across these legal entities for business administration purposes.

Data Protection Principles

We will comply with the data protection principles when collecting and processing personal information, as set out in our data protection (employment) policy, a copy of which can be obtained by contacting dpo@maplescare.co.uk

About the information we collect and hold.

We will only process your personal data as the law allows. We will comply with Maples policies and procedures in processing your personal data. Generally, we will use your personal information in line with the following circumstances (legal bases): Where we need to perform the contract that we have entered into with you

To comply with a legal obligation

Where it is necessary for our legitimate interests, including the effective running of Maples Community Care (or those of a third party), and your interests and fundamental rights do not override those.

When required to carry out a task in the public interest.

We need to process the data listed below primarily for entering into contracts of employment, and as necessary for the proper administration of your employment. The table set out in the Schedule below summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

In some circumstances, we may share information with the following organisations during the course of your employment:



Training suppliers

HMRC

Employee benefit schemes

Health and benefit suppliers

External auditors

Suppliers and service providers

Professional consultants

We may also need to share some of the categories of personal information set out in the Schedule with third parties, such as external contractors and our professional advisors and potential purchasers of some or all of our business, or on restructuring. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations and information sharing agreements that specify exactly the nature of processing of personal data the third party can undertake. We may also be requested to share some personal information as required to comply with the law.

We seek to ensure that your information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held.

Information may be held at our offices and those of third-party agencies, service providers, representatives and agents as described above.

Where we get personal information from

We collect your information from the following places:

Directly from you

Employment agency

Schools, colleges, universities, or other education organisations

Referees (external or internal)

Security clearance providers

Occupational Health and other health providers

Pension administrators or government departments (e.g. HMRC and DWP)

Trade Unions

Staff benefit providers

Public sources (e.g. LinkedIn or other websites)

CCTV footage or other recordings



How long we keep your information.

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our [Data Retention policy](#). Further details on this are available in our [Data Retention policy](#).

Your rights under the General Data Protection Regulation

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website.

Under the General Data Protection Regulation, you have the following qualified rights:

Your right to be informed - Individuals have the right to be informed about the collection and use of their personal data.

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right [here](#).

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. You can read more about this right [here](#).

Your right to erasure - You have the right to ask us to delete your personal information. You can read more about this right [here](#). You have the right to ask for the information we hold and process on you to be erased (the ‘right to be forgotten’) where we are not otherwise legally obliged to retain this information. The DPO will provide you with further information about the right to be forgotten if you ask for it.

Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. You can read more about this right [here](#).

Your right to object to processing - You have the right to object to the processing of your personal data. You can read more about this right [here](#).

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. You can read more about this right [here](#).

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right [here](#).

If you make a request, we must respond to you without undue delay and in any event within one month.

Rights related to automated decision-making including profiling:

The UK GDPR has provisions on automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process. Maples do not currently use any automated decision-making processes and will notify you if this changes.



Please contact our DPO using the details at the top of this notice if you would like to exercise any of your rights, or if you have any questions about this notice.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from accidental loss or being used or accessed in an unauthorised manner. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

The Schedule

About the Information we collect and hold – Existing Employees

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile numbers, email address) and emergency contacts (i.e. name, relationship, home, and mobile phone numbers)	From you	To enter into/perform the employment contract Legitimate interest: to maintain employment records and good employment practice	To enter into/perform the employment contract

<p>Details of salary and benefits, bank/building society, National Insurance and Tax Information, your age</p>	<p>From you</p>	<p>To perform the employment contract including payment of salary and benefits.</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice</p>	<p>To ensure you receive the correct pay and benefits through our Sage payroll software</p> <p>Information shared with the HM Revenue and Customs (HMRC) and may be shared with payroll officer, Lawes, for the purpose of administration, quality assurance and/or auditing purposes</p>
<p>Details of your spouse/partner and any dependents</p>	<p>From you</p>	<p>To perform the employment contract including employment related benefits, e.g. private medical insurance, life assurance and pension</p>	<p>To ensure you receive the correct pay and benefits.</p> <p>Information shared with the HM Revenue and Customs (HMRC) and may be shared with payroll officer, Lawes, for the purpose of administration, quality assurance and/or auditing purposes</p>
<p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the home office</p>
<p>A copy of your driving licence and if necessary, a copy of your insurance documents and documents pertaining to your vehicle (if using own vehicle for business purposes)</p>	<p>From you</p>	<p>To comply with the terms of our insurance</p> <p>To ensure your vehicle is road worthy and adequately insured for the purpose of transporting clients</p>	<p>To ensure that you have a valid driving licence to drive our fleet vehicles</p> <p>Information may be shared with our insurers</p>

		and/or carrying out other business functions	
Details of your pension arrangements, and all information included in these and necessary to implement and administer them	From you, from our pension administrators, People's Pension, and (where necessary) from your own pension fund administrator	<p>To perform the employment contract including employment related benefits</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To administer your pension benefits and/or to comply with auto enrolment pensions obligations</p> <p>Information shared with the HM Revenue and Customs (HMRC) and may be shared with payroll officer, Lawes, for the purpose of administration, quality assurance and/or auditing purposes</p>
Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health	From you, from your doctors, from medical and health professionals we engage	<p>To perform the employment contract including employment related benefits.</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice, to ensure safe working practices</p>	<p>To maintain employment records, to administer sick pay entitlement, to follow our policies and procedures and to facilitate employment related health and sickness benefits</p> <p>To comply with our legal obligations to you as your employer</p> <p>Information shared with your doctors, with medical and occupational health professionals we engage with</p> <p>Information will also be shared with our payroll administrators, Lawes</p> <p>For further information see * below</p>
Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs	From you	To comply with our legal obligations and for reasons of substantial public interest (equality	To comply with our equal opportunities monitoring obligations and to follow our policies

		of opportunity or treatment)	For further information see * below
Criminal records information, including the results of Disclosure and Barring Service (DBS) checks	From you and the DBS	To perform the employment contract To comply with our legal and local authority contractual obligations For reasons of substantive public interest (preventing or detecting unlawful acts)	To carry out statutory checks Information shared with the DBS and other regulatory authorities as required (ie police, local authority agencies)
Your trade union membership	From you or your trade union	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice	For staff administration, to pay trade union fees directly from wages (if applicable) Information shared with your trade union For further information see * below
Information on grievances	From you, from other employees, from service users, from service users' family members, third party representatives (social worker/NHS employees) and from consultants we may engage in relation to the grievance procedure	To perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice	For staff administration. To follow our policies and to deal with grievance matters. Information shared with relevant managers, HR personnel and with consultants that we engage
Information on conduct issues involving you	From you, from other employees, from service users, from service users' family members, third party representatives (social worker/NHS employees) and from consultants we may	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate	For staff administration and assessment, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matter

	engage in relation to the conduct procedure	governance obligations and good employment practice. To ensure safe working practices	Information shared with relevant managers, HR personnel and with consultants we may engage
Details of your appraisals and performance reviews	From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice. To ensure safe working practices	For staff administration and assessment, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage
Details of your performance management/improvement plans (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process	To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practice. To ensure safe working practices	For staff administration and assessment, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage
Details of your time and attendance records	From you and from IT software Mobizio whereby you log into your support shifts and log absence requests i.e. annual leave	To perform the employment contract Legitimate interests: to monitor and manage staff access to our systems and facilities and to record staff absences	For payroll and staff administration and assessment, to follow our policies and to monitor staff performance and attendance
Information in applications you make for other positions within our organisation	From you	To enter into/perform the employment contract To comply with our legal obligations	To process the application, to assess suitability for the position applied for, to follow our policies

		<p>Legitimate interests: to maintain employment records and to comply with legal, regulatory, and corporate governance obligations and good employment practices</p>	<p>Information shared with relevant managers, HR personnel and with consultants we may engage</p>
<p>Information about your use of our IT, communication, and other systems</p>	<p>Monitoring of our website and other technical systems, such as our computer networks and connections, CCTV and door access control systems, communications systems, relationship management software, remote access systems, email and instant messaging systems, internet facilities, telephones, voicemails, mobile phone records, lone working systems</p>	<p>Legitimate interests:</p> <p>To monitor and manage staff access to our systems and facilities</p> <p>To protect our networks, and personal data of employees and clients, against unauthorised access or data leakage</p> <p>To ensure our business policies, such as those concerning security and internet use are adhered to</p> <p>For operational reasons such as maintaining employment records, recording support delivery effectiveness and quality control</p> <p>To ensure commercially sensitive information is kept confidential</p> <p>To check that restrictions on your activities that apply after your employment has ended (post termination restrictions or restrictive covenants) are being complied with</p> <p>For security vetting and investigating complaints and allegations of criminal offences</p>	<p>To protect and carry out legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and with consultants we engage</p> <p>For further information see ** below</p>

		<p>To prevent unauthorised access and modification to our systems</p> <p>As part of investigations by regulatory bodies, or in connection with legal proceedings on request.</p> <p>To fulfil and monitor training requirements related to your role.</p>	
<p>Details of your use of business-related social media, such as LinkedIn</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>To monitor and manage staff access to our systems and facilities</p> <p>To protect our networks, and personal data of employees and clients, against unauthorised access or data leakage</p> <p>To ensure our business policies, such as those concerning security and internet use are adhered to</p> <p>For operational reasons such as maintaining employment records, recording support delivery effectiveness and quality control</p> <p>To ensure commercially sensitive information is kept confidential</p> <p>To check that restrictions on your activities that apply after your employment has ended (post termination restrictions or restrictive covenants) are being complied with</p> <p>For security vetting and investigating complaints</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and consultants we may engage</p> <p>For further information see ** below</p>

		<p>and allegations of criminal offences</p> <p>As part of investigations by regulatory bodies, or in connection with legal proceedings on request</p>	
<p>Your use of public social media (only in very limited circumstances, and to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)</p>	<p>From relevant websites and applications</p>	<p>Legitimate interests:</p> <p>To monitor and manage staff access to our systems and facilities</p> <p>To protect our networks, and personal data of employees and clients, against unauthorised access or data leakage</p> <p>To ensure our business policies, such as those concerning security and internet use are adhered to</p> <p>For operational reasons such as maintaining employment records, recording support delivery effectiveness and quality control</p> <p>To ensure commercially sensitive information is kept confidential</p> <p>To check that restrictions on your activities that apply after your employment has ended (post termination restrictions or restrictive covenants) are being complied with</p> <p>For security vetting and investigating complaints and allegations of criminal offences</p> <p>As part of investigations by regulatory bodies, or</p>	<p>To protect and carry out our legitimate interests (see adjacent column)</p> <p>Information shared with relevant managers, HR personnel and consultants we may engage</p> <p>For further information see ** below</p>

		in connection with legal proceedings on request	
Details in references about you that we give to others	From your personnel records, our other employees	To perform the employment contract To comply with legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To provide you with the relevant reference To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the recipients of the reference
Sensitive personal data including information provided by you about your race, nationality, or ethnic origin, religious, philosophical, or moral beliefs, or your sexual orientation,	From your application form, and information you provide to us during the course of your employment.	Equal opportunity monitoring and reporting. In limited circumstances, with explicit written consent, when needed to respond to legal claims, or to protect your interests or someone else's interests.	To comply with our legal obligations under the Equality Act 2010.
CCTV footage	From recordings made in areas identified by appropriate signage.	In limited circumstances, in response to a request from law enforcement or to support an insurance claim. To ensure physical safety of staff, members of the public and service users	

You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information above to us on request to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits e.g. contractual sick pay, and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

Data is retained only for as long as is required to meet the purpose(s) for which it is collected and processed. For more detailed information, including our [data retention schedule](#), please either follow the link or contact dpo@maplescare.co.uk



We regularly review and, where necessary, update our privacy information. If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection & Information Security Policy and Procedure-. This is available to employees from our HR office, and on request by contacting our DPO dpo@maplescare.co.uk

As part of your contract of employment you will be asked to confirm you have read, understood, and agree to this privacy notice.