

GENERAL MEETING FOR SCOTLAND AND ITS CONSTITUENT MEETINGS

DATA PRIVACY NOTICE FOR JOB APPLICANTS, EMPLOYEES AND VOLUNTEERS

Introduction

Quakers seek to be clear and transparent in the work that we do and in our recording and use of your personal information. We work to safeguard the information that we use and we follow Britain Yearly Meeting's Data Protection policy which complies with the Data Protection Act 1998 and the General Data Protection Regulation in force from May 2018.

If you are a Member or Attender within one of the constituent meetings of General Meeting for Scotland, there is a separate privacy notice which covers the personal data we may hold on you in that capacity. This notice covers the data we hold on you as an employee, volunteer or applicant.

The data we may hold

If you are an employee or volunteer (or have applied to be), it is necessary that we hold certain personal information in order to assess your application, and if you are appointed, to manage the employment relationship. Some information must be recorded for statutory purposes (eg tax records) and some to meet our obligations as a registered charity.

You have an obligation to be honest in the information that you provide to us, and failure to do so may place you in breach of your contract of employment or volunteer agreement.

When you apply for a paid or unpaid position, you may be asked to provide:

- Your name and contact details.
- Details of qualifications, skills, experience and employment history.
- Details of your knowledge of and involvement with the Society of Friends.
- Information about your nationality and entitlement to work in the UK.
- Information about any medical or health conditions, including any disability for which we might need to make reasonable adjustment.
- Names and contact details of referees.

If you are not appointed, this information will be destroyed within six months of the decision not to appoint. If you are appointed the above information will be retained during your employment and for 5 years thereafter.

During the course of your employment or voluntary service, additional records will be kept containing personal information about you. These may include:

- Your terms and conditions of employment or voluntary service, and employment contract or volunteer agreement.
- References received.
- Details of hours worked and absences for holiday, sickness or otherwise.
- Records of payment and deductions from pay, including pension contributions.
- Records of expense claims and expenses paid.

- Details of your bank account and national insurance number, age and gender.
- Details of emergency contact and next of kin and dependants.
- Records of clearance by Disclosure Scotland (if required).
- Assessment of your performance including appraisals and related correspondence.
- Records of training received or other development activity.
- Records of informal or formal warnings regarding your conduct.
- Records of any grievances that you have raised.
- General correspondence relating to your employment or voluntary service.

All personal information we hold about you will be treated as confidential and will only be shared internally to the extent that is necessary for selection panels, your line management, the Area Meeting Treasurer and payroll staff and the governing Trustee Body to fulfill their obligations. We may also share your personal information with external bodies where we are required to do so, such as your pension provider, HMRC, or other bodies to meet our statutory obligations. Exceptionally, we may share your data on a confidential basis when seeking professional employment or legal advice.

Records of clearance by Disclosure Scotland and any records relating to safeguarding issues will be kept for 75 years. Financial records, including details of your pay, deductions, expenses, timesheets etc will be kept for six years from the end of the financial year in which they occurred. Disciplinary warnings will be disregarded after a period of five years, but your personal file and other personal data will be retained during your employment and for 5 years thereafter. A basic record of your dates of employment and the pension scheme in which you were enrolled will be retained for 75 years.

Checking the data we hold on you.

If you want to check what personal data is held on you, you should apply to your line manager as specified in your contract or volunteer agreement. You may ask for incorrect information to be corrected or you may object to particular information being recorded or processed. If we cannot agree, you may complain to the Information Commissioner's Office, with whom we are registered. We do not use automated decision-making in any of our employment processes.

The GM Administrator is the appointed Data Protection Officer for Quakers in Scotland (contact details in the Book of Members and Attenders).

This privacy notice will be updated as necessary when policies or circumstances change. The most recent version will always be available on www.quakerscotland.org