

Privacy Notice

This privacy statement explains how we use any personal information we collect about our current and former staff, trustees and volunteers, as well as students on work placements or internships.

1. What information do we collect about you? How will we use the information?

We collect personal information about you for a variety of purposes relating to your employment including:

- Basic information such as name, staff number, job title, salary, National insurance number etc. that we use on a day-to-day basis to manage our staff;
- Home contact details so that we can send you important information about your job and any changes in your terms and conditions of employment, or to contact you in an emergency if we need to;
- Medical information so that we can ensure that you are fit for work, and will not put yourself or others at risk;
- Next of kin contact details to use in the event of an emergency;
- Bank or building society details so that we can pay your salary, overtime, travel and subsistence or petty cash claims;
- Identity checks, reference checks, criminal record and security checks so that we can confirm who you are and whether or not you are suitable for employment; +
- Information relating to any personal or business interests you or members of your family may have that could be perceived to be a conflict of interest;
- Job applications so that we can carry out recruitment;
- Performance records so that we can record your personal achievements, and ensure the museum's strategic goals and operational plans are being met;
- Training requests so that we can ensure that your skills and knowledge are updated to enable you to undertake your work and develop your career;
- Attendance records so that we can manage any unforeseen absences and their consequences;

- Disciplinary and grievance records in the event that you are involved in any incidents are work which require the museum to undertake an investigation and result in action being taken against you or another member of staff;
- Annual leave records so that we can manage your planned absences;
- Study leave records so that you can prepare for any examinations as part of your agreed professional and academic development, or as part of approved academic research;
- other special leave which you may be entitled to, such as maternity, paternity and adoption leave;
- Employment, volunteer or placement history so that we have a record of the contribution you have made towards the museum and to help us provide you with a reference in the event of your leaving our employment;
- Pension contributions to the Civil Service Pension Scheme to ensure that you received your entitlements on retirement;

+ Where your voluntary work or placement requires access to the museum's collections or secure areas we may also carry out identity checks, reference checks and criminal record checks.

Some of this information is necessary because we have a legitimate interest in knowing more about you before we offer you an opportunity to work at the museum, such as asking for references and carrying out identity checks;

Some information is required in the performance of your contract of employment, and can have serious consequences if it is not provided or not kept up-to-date, for example, without your bank details there may be delays in paying your salary;

Other information is necessary to comply with a legal obligation under employment law or health and safety legislation;

We also collect information with your consent, such as your nationality, ethnic origin, marital status and gender to be used in statistical reports about the equality and diversity of the workforce only.

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CCTV footage

We also use CCTV extensively throughout the museum to protect our visitors and staff, to deter and detect crime, and to assist in the investigation of incidents. We abide by the CCTV Code of Practice in the management of any information recorded, and the footage is usually kept for 30 days and then destroyed, unless there is a need to retain it as evidence as part of an ongoing investigation. Further information may be found in our CCTV Policy.

2. Who has access to your personal information?

A summary of the personal information we hold about staff is kept on Cascade, and access is restricted to registered users. More detailed records are in your personnel file, which is kept in the HR Department and the HR Confidential Records Store.

The personal information we hold about volunteers and students on work placements is kept in your personnel file, which is kept in the HR Department.

In the majority of cases only you, HR and in some instances your Line Manager has access to your personal information.

3. Who we share your information with?

We will not disclose your personal information to any third parties or external organisations, other than those data processors and service providers carrying out work on our behalf. The museum carries out comprehensive checks on any companies working on our behalf before we work with them, and puts contracts in place in line with current data protection legislation, that sets out our expectations and requirements, especially regarding how they manage your personal information. Our current data processors and service providers are:

- Cloud Online Recruitment Services, who host Cascade, our staff records management system, and also we use to capture job applications, <https://www.cloudonlinerecruitment.co.uk/royalarmouries/>;
- Volunteer Makers, who we use to manage our volunteers, <http://volunteermakers.org/frequently-asked-questions-volunteer-makers/>.
- uCheck, who we ask to carry out disclosure and barring service (DBS) checks, <https://www.ucheck.co.uk/>;
- the United Kingdom Security Vetting service, who undertake security checks for the museum, [https://www.gov.uk/guidance/security-vetting-and-clearance](https://www.gov.uk/guidance/security-vetting-and-clearance;);
- Cataphract, who process our enhanced security disclosure, <https://www.cataphract.co.uk/data-privacy-policy/>
- Garbutt and Elliott who are our payroll providers, <https://www.garbutt-elliott.co.uk/payroll-services/> (and who share your details with HM Customs and Excise to ensure that you pay any tax etc., and our pension providers to ensure that your pension contributions are recorded);
- Civil Service Pension Scheme who are our pension providers for Royal Armouries staff, <https://www.civilservicepensionscheme.org.uk/>;
- The People's Pension who are our pension providers for RATE staff, <https://thepeoplespension.co.uk/> ;
- Vibrant Wealth Management, who are pensions advisor to the People's Pension, https://www.sjpp.co.uk/special.php?page=termssc&site=vibrantwealthmanagement&_ga=2.239002823.630237133.1580818773-1945994327.1580818773#privacy
- Burges Salmon who produce us with legal advice on employment issues, <https://www.burges-salmon.com/>;
- Elite Executives Limited who we employ as our occupational health providers, <http://elite-executives.com/>;

In the event where we wish to share your personal information in a way that is not covered in this policy, we will apply for your explicit and informed consent.

4. How we ensure your information is up to date?

We will carry out routine data screening and cleaning, and will also contact you from time to time to check that any information we hold about you is relevant for the purposes of processing, and is accurate and up-to-date.

5. How long is my information retained?

Personal information about staff is regularly reviewed, and any information that is no longer required is securely destroyed. Some information is retained for only a short time, such as records of annual leave (12 months), other information for a few years, such as your attendance records (4 years), and other information permanently, such as your employment history to ensure that we are able to answer any requests for information after you have left our employment or retired.

Some of the information is retained for historical purposes, so that we have a record of your employment history, such as old job descriptions, and other information is kept constantly up-to-date, such as training and development records.

Personal information about volunteers and students on work placements is regularly reviewed, and any information that is no longer required is securely destroyed. Some information is retained for only as long as you are a volunteer or placement, such as your contact details and medical information; other information is kept for a few years, such as the record of the contribution you have made towards the museum in case we are asked to provide you with a reference.

6. How you can access to your information

You have the right to request a copy of the information that we hold about you at any time.

If you are a current member of staff, you may see your details either by logging onto your Cascade account at <https://royalarmouries.cascadecloud.co.uk/> or by emailing HR@armouries.org.uk and asking to see your personnel file.

If you are a current volunteer or student on work placement you may email HR@armouries.org.uk and asking to see your personnel file.

If you are a former member of staff, volunteer or student on work placement, you may email HR@armouries.org.uk at any time, and request a copy of the information that we hold about you. There is usually no charge for making this request, and we will normally respond within twenty working days. However if we hold a large amount of information about you or your request is complicated, then we may need to charge you a reasonable fee, based on the cost of providing the information, and extend the deadline by up to two months. We will advise you of any charges or delays in responding to your request. We will keep a record of your Subject Access Request for a period of two years in order to show that we have complied with the Data Protection Act (2018) after which it will be destroyed.

For further information on your rights visit the Information Commissioner's website, <https://ico.org.uk/for-the-public/>.

7. What other rights do you have?

You also have the right:

- to have your personal information rectified if it is inaccurate or incomplete;
- to request the deletion or removal of your personal information where there is no compelling reason for its continued processing (the right to be forgotten);
- to 'block' or suppress the processing of your personal information;
- to obtain and reuse your personal information for your own purposes across different services;
- to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics; and
- *not to be subject to a decision* when it is based on automated processing; and it produces a legal effect or a similarly significant effect on you.

We will respond to any requests to change any out-of-date or inaccurate information which we hold about you, and to remove any information where there is no longer any contractual or legal obligation to keep it.

8. How to contact us?

If you have any questions about our privacy policy or the information we hold about you please contact our Data Protection Officer:

Philip Abbott
Archives and Records Manager
Royal Armouries
Armouries Drive
Leeds LS10 1LT
dpa@armouries.org.uk
Tel. 0113 220 1803

If you feel that we have not upheld your rights and wish to make a complaint, you should contact our Data Controller:

Malcolm Duncan
Data Controller
Royal Armouries
Armouries Drive
Leeds LS10 1LT
dpa@armouries.org.uk
Tel. 0113 220 1905

9. How to contact the Information Commissioner?

If you are not satisfied with our response to your request to remove, change or provide any personal information, or if you believe that we are not processing your personal information in accordance with the law, you have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House, Water Lane Wilmslow
Cheshire
SK9 5AF
Telephone 0303 123 113
Website: www.ico.org.uk