

Employee Privacy Notice

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1. Introduction:

YPAS is committed to protecting the privacy and security of your personal information. This Privacy Notice explains how we collect, use, store, and share personal data about employees, volunteers and contractors. It also outlines your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Controller:

YPAS is the “data controller” for the information you provide. This means we decide how your personal data is processed and for what purposes.

3. What Personal Data is Collected:

We may collect and process the following categories of information:

- Personal details (name, address, date of birth, contact details, emergency contacts)
- Employment information (CV, application form, references, qualifications, professional memberships)
- Identification and safeguarding checks (DBS checks, right-to-work documentation, proof of identity)
- Payroll and financial details (bank details, tax information, NI number, pension contributions)
- Employment records (contracts, job descriptions, appraisals, training, disciplinary or grievance records, sickness/absence records)
- Health and wellbeing data (occupational health assessments, reasonable adjustments, sickness notes, accident reports)
- IT and system usage (email, internet, and system access logs, use of electronic devices in line with IT policies)
- Monitoring data (CCTV where in use, clocking-in systems such as BLIP)

4. Why we Collect and Use Your Data:

We use your personal information to:

- Manage recruitment, HR records, payroll, pensions, and benefits
- Ensure safeguarding and compliance with safer recruitment standards
- Support training, professional development, and performance management
- Meet legal obligations (e.g. tax, employment law, health and safety, safeguarding legislation)
- Ensure workplace security and monitor system use in line with our IT and safeguarding policies
- Promote equality, diversity, and inclusion in our workforce.

5. Lawful Basis for Processing:

We rely on the following lawful bases under UK GDPR:

Contract: to deliver your contract of employment or engagement.

Legal obligation: to comply with the law (e.g. HMRC, safeguarding checks).

Legitimate interests: to run the organisation effectively and safely (e.g. monitoring IT use).

Consent: in limited cases (e.g. use of staff photos in publicity, where consent is freely given).

Vital interests: where processing is necessary to protect life (e.g. in an emergency).

6. Who we Share Your Data With:

We may share your data with trusted third parties where necessary, including:

- Payroll providers, pension administrators, and HMRC
- Occupational health providers
- Training and accreditation bodies

- Regulators or safeguarding agencies (e.g. Ofsted, LSCP) where legally required
- IT and system support providers (with appropriate data processing agreements).
- We do not sell your data to third parties.

7. Data Retention:

Your personal data will be retained only as long as necessary for employment and safeguarding purposes, and in line with YPAS's Data Retention Policy. Some records (e.g. safeguarding or health and safety incidents) may be kept for statutory periods beyond employment.

8. Data Security:

YPAS takes appropriate technical and organisational measures to protect personal data against loss, misuse, or unauthorised access. Access to your data is limited to staff who need it for their role and is handled in accordance with YPAS's Data Protection Policy.

9. Your Rights:

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of your data (where legally appropriate)
- Restrict or object to processing in certain circumstances
- Request transfer of your data to another provider (data portability, where applicable)
- Withdraw consent where processing is based on consent (e.g. staff photos).
- To exercise these rights, please contact the YPAS Data Protection Lead (see below).

10. Contact and Complaints:

If you have questions about this notice or wish to exercise your rights, contact:

Data Protection Lead
Young Person's Advisory Service (YPAS)
36 Bolton Street, Liverpool, L3 5LX
Tel: 0151 702-6083 (07917 658145)
Email: Val.O'Donnell@ypas.org.uk

If you are not satisfied with our response, you may lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.