

Data Protection Policy

The Coalfields Regeneration Trust (the group) is committed to a policy protecting the rights and privacy of individuals and complying with the General Data Protection Regulation (GDPR) May 2018.

GDPR regulates the way in which certain information about employees, customers and other individuals is held and used. This policy gives details about the type of information that the Trust keeps about its employees and the purposes for which it keeps them.

Throughout employment and for as long a period as is necessary following the termination of employment, the Trust will need to keep information for purposes connected with an employee's employment.

These records may include:

- information gathered about an employee and any references obtained during recruitment
- details of terms of employment
- payroll, tax and National Insurance information
- performance information
- details of grade and job duties
- health records
- absence records, including holiday records and self-certification forms
- details of any disciplinary investigations and proceedings
- training records
- contact names and addresses
- correspondence with the Trust and other information provided to the Trust.

The Trust believes these uses are consistent with our employment relationship and with the principles of the GDPR.

Further information on how the Trust collects and processes personal information can be found in the Trust's Privacy Policies.

The information held will be for our management and administrative use only, but from time to time, we may need to disclose some information we hold about employees to relevant third parties. We may also transfer information to another Group or Trust, solely for purposes connected with an employee's career or the management of the Trust's business. This will be done in accordance with the Data Rights Policy.

It should also be noted that the Trust might hold information about an employee for which disclosure to any person will be made only for the purposes set out below, when strictly necessary:

- An employee's health, for the purposes of compliance with our health and safety and occupational health obligations.
- For the purposes of Human Resources and administration, for example to consider how an employee's health affects his or her ability to do his or her job and, if the employee is disabled, whether he or she requires any reasonable adjustment to be made to assist him or her at work.
- The administration of insurance, pension, sick pay and any other related benefits.
- In connection with unspent convictions to enable us to assess an employee's suitability for employment.

The Trust requires all employees to comply with the GDPR in relation to the information about other staff and individuals. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the Trust's Disciplinary procedure. If an employee is in a position to deal with personal information about other employees, he or she will be given separate guidance on his or her obligations, and must ask if he or she is unsure.

If the Trust sells all or part of its business, we may provide personal data about you to any prospective purchaser in the course of negotiations. So far as possible such data will be provided in an anonymous form and if this is not possible the prospective purchaser will be required to keep the information confidential. We will transfer your personal data on any transfer or sale falling within the terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (amended 2014).

In relation to the retention of records, the Trust's Retention policy and retention periods recommended by the Information Commissioner in its Employment Practices Data Protection Code are followed.

Any data protection queries relating to your records should be addressed to your line manager or the Shared Services team.

Requests from data subjects (employees and customers) should be made and processed in line with the Trust's Data Rights policy.