



**SHOWMED**

## Privacy Notice

The Risk Practice Ltd t/a ShowMed, ECEC and The DBS People collects and processes personal data relating to our workforce and to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The collection and maintenance of your data is an ongoing process and should we require new information from you we will inform you of the reason for this and provide you with details of how we will use this information.

Your personal information will not be passed to any third party without your consent or lawful excuse.

### **What information does the organisation collect?**

We collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about your remuneration;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your Enhanced DBS check results;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including, sickness absence, family leave and the reasons for the leave;
- details of any investigations, disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;

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- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;

The organisation collects this information in a variety of ways. For example, data is collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment, from correspondence with you; or through interviews, meetings or other assessments.

The organisation seeks information from third parties with your consent only; such as references.

Data is stored in a range of different places, including in your personnel file, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

## **Why does the organisation process personal data?**

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a workers entitlement to work in the UK, to deduct tax (if applicable) and to comply with health and safety laws.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing this data allows the organisation to :

- run recruitment and promotion processes;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of your contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of your performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that you are receiving the pay to which you are entitled;

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- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement.
- ensure effective general HR and business administration;
- provide references on request for current or former members of staff;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with your express consent, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

### **Who has access to data?**

Your information will be shared internally, including with members of the HR and recruitment team (including payroll), your line manager and IT staff, if access to the data is necessary for performance of their roles.

The organisation shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

The organisation may also share some of your data with third parties such as our clients and venue management (such as names, ID pictures, qualifications, and Right to Work in the UK) for the purposes of safety and security. This information will only be shared with venues that you have chosen to work at.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost; accidentally destroyed; misused or disclosed; and is not accessed except by its authorised staff in the performance of their duties.

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Where the organisation engages third parties to process personal data, they do so on the basis of written instructions; are under a duty of confidentiality; and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out relevant retention periods. This information can be found in the Records Management Policy. All company policies can be viewed on the ShowMed Online System.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request the organisation to change incorrect or incomplete data;
- request the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Elizabeth Withers, Workforce Director,

You can make a subject access request in writing to Elizabeth Withers who will respond to your request within 30 days.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.



### **What if you do not provide personal data?**

You have some obligations under your employment contract to provide the organisation with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter an agreement of working with you. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

### **Automated decision-making**

Employment decisions are not based solely on automated decision-making.

If the organisation wishes to process existing personal data for a new purpose, we will inform you of that further processing.

**Data controller: Elizabeth Withers, Workforce Director**

**Email: [elizabeth@showmed.com](mailto:elizabeth@showmed.com)**

**Telephone: 01604781722**

**Address: Office 18/19 Hall Farm, Sywell Aerodrome, Sywell, Northampton**

**NN6 0BN**

The terms employee and worker are generally used interchangeably in ShowMed documents and material, but may have more specific meanings in relation to some legislation - for instance, in the Working Time Regulations 1998, and the Minimum Wage Act 1998 the terms 'worker' or 'employee' are used to encompass everyone who has a contract of employment (whether written or not), and includes homeworkers, agency workers, casual workers, part-time workers and full time employees.

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