

## **ADVANCE HOUSING AND SUPPORT LTD**

### **Privacy Notice: Employee**

#### **Introduction**

The purpose of this policy is to outline our approach to protecting the personal data we collect, process, hold and share as a Data Controller if you are an employee, volunteer or contractor of Advance Housing and Support (hereinafter “Advance”) or our related services (“all referred to as “employees” for the purposes of this Privacy Notice).

We take your privacy seriously and are committed to protecting information through a range of technical and organisational measures to safeguard all personal information under our control. We maintain records of our processing activities, data protection risk assessments and a range of other measures to support our compliance with data protection law. These measures include cybersecurity safeguards such as firewalls, antivirus software, encryption, multi-factor authentication, secure access controls, and intrusion detection systems. We also carry out regular penetration testing and vulnerability assessments to monitor and improve the security of our IT systems. This privacy policy is a key component of our wider information security and governance framework incorporating our Data Protection and ICT policies.

As an employer, Advance is required to process information about its employees for employment purposes and this privacy policy explains how Advance complies with the requirements of the UK General Data Protection Regulation, the UK Data Protection Act 2018, the Data Use and Access Act 2025 and any other relevant legislation and what your rights are.

This policy does not form part of any contract.

References to “we”, “our”, or “us” in this privacy policy are to Advance.

#### **Personal data we collect**

During the recruitment process and your subsequent employment with us, we may collect and process information about you to fulfil our obligations and role as your employer. This includes:

- Name
  - Proof of Identity / proof of right to work
  - National insurance number
  - E-mail address, postal address and phone number
  - Signature
  - Date of birth
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## **ADVANCE HOUSING AND SUPPORT LTD**

- CV, recruitment / interview notes, references
- Salary/deductions, bank details and employment details. Pension and tax data.
- Health issues, allergies, disabilities
- Ethnicity data
- Photographs
- Movement through CCTV footage
- DBS check data and results
- Disciplinary and performance assessment data
- Emergency contact / next of kin data.

Where permitted by law and applicable we may collect the results of credit and criminal background checks, screening, health certifications, driving license number, vehicle registration, and driving history.

This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any).

### **Special categories of personal data**

We process information related to your health and wellbeing and other special category data to ensure the health, safety and wellbeing of our employees and volunteers. The specific data processed is:

- Health and wellbeing information provided by you e.g. sickness records
- Accident records if you have an accident at work
- Details of desk audits or workstation assessments, access or reasonable adjustment needs
- Details of any protected characteristics that you have told us about.

We will only process this information where we have a lawful basis to do so.

### **Where we collect your data**

We may collect personal data about you throughout your application and subsequent employment and involvement with us.

If, for any reason, you provide us with details of other parties, e.g. family members and emergency contacts they have a right to know and to be aware of what personal information we hold about them, how we collect it, how we use it and how we may share that information. Please share this policy with those of them whom you feel are sufficiently mature to understand it. They also have

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## ADVANCE HOUSING AND SUPPORT LTD

the same rights as set out in the “Your rights in relation to personal information” section below.

Much of the information we hold will have been provided by you, but some may come from other internal sources, such as your manager, or in some cases, external sources, such as referees.

### How we use your personal data

Any personal information we process about you will be done in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and other applicable legislation. We may use your personal data for various purposes related to your employment with us, including the following:

Purposes For Processing	Lawful Basis under UK GDPR Article 6	Article 9 UK GDPR
To take steps to employ individuals, manage the employment of staff and manage the exit process of staff  To review references of potential employees in the recruitment process	Article 6(1)(b) - Necessary for the performance of a contract	N/A
To undertake appraisals, one-to-ones and probation periods	Article 6(1)(b) - Necessary for the performance of a contract	N/A
To process payroll, pensions, benefits and overtime	Article 6(1)(b) - Necessary for the performance of a contract	N/A
To process necessary disciplinary information	Article 6(1)(f) - Legitimate interests	If processing involves special category data, in particular health information, Article 9(2)(b) - Employment and social protection law, and Schedule 1, Part 1(1) of the DPA 2018 (Employment)

## ADVANCE HOUSING AND SUPPORT LTD

To carry out financial accounting	Article 6(1)(c) - Compliance with a legal obligation	N/A
To use in legal processes, where necessary	Article 6(1)(f) - Legitimate interests	Article 9(2)(f) - Establishment, exercise or defense of legal claims
To monitor IT access and activity to protect systems and data. This includes checking login activity, file access, and use of external devices to detect potential cybersecurity risks. Staff data is protected through role-based access controls, encryption, secure communication, device management, system monitoring, regular backups, and mandatory cybersecurity training	Article 6(1)(f) - Legitimate interests	N/A
To communicate with you and to share news about our organisation	Article 6(1)(b) - Necessary for the performance of a contract	N/A
For audit purposes	Article 6(1)(c) - Compliance with a legal obligation	N/A
To show that staff have the right to work in the UK	Article 6(1)(c) - Compliance with a legal obligation	N/A
To keep details of training requested by individual to track against performance & development requirements. To store details of the training including dates & location for future reference, if needed.	Article 6(1)(b) - Necessary for the performance of a contract	N/A
To provide users with upgrade to IT Hardware (e.g., laptop,	Article 6(1)(f) - Legitimate interests	N/A

## ADVANCE HOUSING AND SUPPORT LTD

mobile phone, tablets)		
To provide existing users with access to systems	Article 6(1)(b) - Necessary for the performance of a contract	N/A
Employment checks	Article 6(1)(c) - Compliance with a legal obligation	Article 9(2)(b) and Schedule 1, Part 1(1) of the DPA 2018
Risk assessments if necessary	Article 6(1)(c) - Compliance with a legal obligation	Article 9(2)(b) - Employment and social protection law, and Schedule 1, Part 1 of the DPA 2018

### Legitimate interests

Where we use your personal data to pursue the legitimate interests of the business, we will only do so after completing a legitimate interest assessment to ensure your interests and fundamental rights do not override these interests.

Our Legitimate Interests for processing your data include our use of CCTV to protect our property and employees, to monitor staff turnover, to develop work schedules, monitor IT usage, to communicate with staff and volunteers and to investigate any complaints. We will also process your data for performance appraisals and reports, in the event of redundancies and in the event of any disciplinary actions or if a critical incident occurs.

### Sharing your personal data

We may share your personal data with third parties where there is a lawful basis under UK GDPR for it. These will include:

- His Majesty's Revenue and Customs (HMRC)
- Our pension and pension advisors
- Healthcare/assistance schemes (including lone working scheme and occupational health)
- Regulators, commissioners e.g. Local Authority for safeguarding purposes and CQC
- The police or other law enforcement agencies if we must by law or court order
- Our DBS service provider
- Employees benefit schemes, employee support schemes and grant funding organisations.

We may disclose your personal data to other organisations who assist us in delivering our

## **ADVANCE HOUSING AND SUPPORT LTD**

products or services; make a lawful request for disclosure; provide us with professional services or advice; or assist us in our marketing and promotional work.

Where we share data with third-party IT or cloud service providers, we ensure they meet high standards of cybersecurity and data protection, including contractual obligations to maintain the confidentiality, integrity, and availability of data.

We do not sell your personal information or allow third parties to use it for their own purposes. In some cases, we may share limited information with third parties, but only with your consent and for agreed purposes.

### **Transferring your data internationally**

The personal information collected by Advance may be transferred to and stored in countries outside of the UK, although it is not our standard practice to do so. Whenever we arrange for international transfers of data overseas, we will ensure the suitable arrangements are in place to provide suitable safeguards for the people whose information we transfer. When we appoint overseas data processors, we check that suitable arrangements are in place such as United Kingdom Adequacy Regulations, EU Standard Contractual Clauses, or other permitted mechanisms.

### **Data retention**

Advance will only keep your personal data for as long as it is necessary for the purposes for which they were collected. Typically, where data is collected for your employment, we will keep hold of this data until the end of your employment plus 6 years.

Advance have policies in place to guide our retention of your personal data. Retention periods are maintained within the Retention of Records Policy and the Record of Processing Activities and are available on request.

Additionally, it is important that the personal information we hold about you is accurate and up to date. Please let us know if anything changes – for example, your address, phone number or email. You may be able to update some details yourself in the main HR system or contact us using the details in the “How to Contact Us” section below.

### **Your rights**

Under UK data protection law, you have a set of certain rights, and they are as follows:

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## ADVANCE HOUSING AND SUPPORT LTD

- **Right of access:** You have the right to obtain confirmation from Advance as to whether personal data concerning you are being processed and, where that is the case, access to that data.
- **Right to rectification:** You have the right to oblige Advance to rectify inaccurate personal data concerning you. Considering the purposes of the processing, you have the right to have incomplete personal data completed by providing a supplementary statement.
- **Right to erasure:** You have the right (under certain circumstances, but not all) to oblige Advance to erase personal data concerning you.
- **Right to restriction of processing:** You have the right (under certain circumstances, but not all) to oblige Advance to restrict processing of your personal data. For example, you may request this if you are contesting the accuracy of personal data held about you.
- **Right to data portability:** You have the right (under certain circumstances, but not all) to oblige Advance to provide you with the personal data about you which you have provided to Advance in a structured, commonly used and machine-readable format.
- You also have a right to oblige Advance to transmit those data to another controller.
- **Right to withdraw consent:** If the lawful basis for processing is consent, you have the right to withdraw that consent.
- **Right to object to direct Marketing:** Where your personal data are processed for direct marketing purposes, you have the right to object at any time to processing of your personal data for marketing, which includes profiling to the extent that it is related to such direct marketing.
- **Rights in relation to automated decision-making and profiling:** Advance does not perform any automated decision-making based on personal data that produces legal effects or similarly affects you.

You should note that some of these rights may not apply as they have specific requirements and exemptions which apply to them, and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

### CCTV and photographs

Some of our locations and offices have CCTV and you may be recorded when you visit them. CCTV is used to provide security and to protect our customers, staff, visitors and communities. CCTV will only be viewed when necessary and footage is stored for a set period.

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## **ADVANCE HOUSING AND SUPPORT LTD**

Advance complies with the ICO's CCTV Code of Practice, and we put up notices, so you know when CCTV is used.

We may take photographs at our events, at our properties and in our communities to use for general marketing and publicity. However, photographs of individuals will only be used for those purposes with your consent, which is held within our Marketing, Communications & Customer Engagement team.

### **Your right to lodge a complaint with a supervisory authority**

You also have a right to lodge a complaint with Information Commissioners Office (ICO) where you believe we have not complied with UK data protection law. In the first instance, we encourage you to resolve the matter with Advance. However, you can contact the ICO via [www.ico.org.uk](http://www.ico.org.uk), [casework@ico.org.uk](mailto:casework@ico.org.uk) or 0303 123 1113

### **Automated decision making**

Advance do not currently make decisions based solely on automated processing. Should Advance embark on such processing this policy will be updated to reflect the logic involved in the process and explain the significance and envisaged consequences.

### **How to contact us**

For further information regarding your personal data or about Advance's approach to data protection in general please contact our Data Protection Officer at:

Advance Housing and Support Ltd  
2 Witan Way,  
Witney Oxon,  
OX28 6FH

(e) [data.protection@advanceuk.org](mailto:data.protection@advanceuk.org)

(t) 0333 012 4307

### **Changes to our privacy notice**

Advance may update this privacy policy from time to time. When we change this policy in a material way, we will update the version date at the bottom of this page. For significant changes to this policy, we will try to give you reasonable notice unless we are prevented from doing so. Where required by law, we will seek your consent to change in the way we use your personal information.

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## ADVANCE HOUSING AND SUPPORT LTD

### Version Control

Version	Approved By	Date	Changes
2.0	Executive Director of Finance & Technology	08.10.24	Full update and refresh.
3.0	Data Protection Officer	07.08.25	Routine review and update.