

## Information for Employers

### General Data Protection Regulations

In May 2018, the law changed about how employers record, store and use individuals' personal data. Previously the Data Protection Act covered how this was managed but the new GDPR law means you may have to change some of your working practices.

As an employer you need to collect and hold data about your employees to enable you to employ them and process things like their salary. The GDPR law places a new obligation on you as an employer to tell your employees in more detail why you collect their data, what you do with it and how long you expect to retain it.

This sheet will help you to do this and also provides a template privacy notice and consent form for you to give to your employees.

### Your responsibilities as an employer under GDPR

1. Review what personal information you hold about employees and where you keep it, ensuring that it is accurate, up-to-date and secure.
2. Read the GDPR FAQs sheet so that you can answer questions from your employees about it
3. Give the attached consent form to your employees and ask them to read and sign it. This explains to them what information you will be holding, what you are doing with it and who you will be sharing it with
4. Store the signed consent form with their personal data and keep it secure, preferably in a locked cabinet
5. Every year, check that your employees are still happy for you to keep their information by giving them the signed consent form to review, sign and date
6. If an employee leaves, remember to destroy all their data within 6 months and notify HMRC and your payroll and holding account provider (if you use one) to ensure that they destroy the data after 7 years

### If you are unclear about any of this please contact Connection Support

Oxon - [Helplineoxon@connectionsupport.org.uk](mailto:Helplineoxon@connectionsupport.org.uk)

MK - [sdshelpline@connectionsupport.org.uk](mailto:sdshelpline@connectionsupport.org.uk)

**01865 410307**

**01908 363425**

## Template: to be given to employees who should sign and return to employer

### General Data Protection Regulations

#### Privacy Notice and Consent form for Employees

In May 2018, the law changed about how employers record, store and use individuals' personal data. Previously the Data Protection Act covered how this was managed but the new GDPR law means I have to change some of my working practices.

As your employer I need to collect and hold data about you to enable me to employ you and process things like your salary. The GDPR law places a new obligation on me as an employer to tell my employees in more detail why I collect your data, what I do with it and how long I expect to retain it. I also need to ensure you are fully consenting to this data being collected.

#### Your consent is requested

I would like your consent to hold personal and special data about you in order that I can process your employment contract. You are entirely in control of your decision to give consent to my use of your data as requested in this form. There will be no repercussions if you choose to withhold consent. However without some data I may not be able to make a decision on your suitability for employment or comply with the law and therefore I may not be able to make an offer of employment or.

The specific data I wish to obtain and hold is as follows:

	Type of data	Why I wish to hold it	How long it will be kept for	Yes / No	Date when consent was withdrawn
1	Recruitment data: Previous experience Skills and qualifications	This will allow me to make a decision on your suitability for employment	Data will be kept for duration of your employment with me. When your employment is completed, it will be destroyed after 6 months.		
2	Recruitment data: convictions This is classed as 'special' data under GDPR and is more strictly controlled	This will allow me to make a decision on your suitability for employment	Data will be kept for duration of your employment with me. When your employment is completed, it will be destroyed after 6 months.		
3	Your personal details: Name, address etc.	This enables me to comply with the law and maintain correct employment records	Data will be kept for duration of your employment with me When your employment is completed, it will be destroyed after 6 months.		
4	Next of kin and their contact details	If there is an accident then I can contact your emergency contacts	Data will be kept for duration of your employment with me When your employment is completed, it will be destroyed after 6 months.		

5	Health / disability information and details of your GP This is classed as 'special' data under GDPR and is more strictly controlled	So that I am aware of any medical issues you may have, can make provision for these in your work and know who to contact if you have a medical episode	Data will be kept for duration of your employment with me When your employment is completed, it will be destroyed after 6 months.		
6	Financial information: Bank details Tax codes NI number etc.	This will allow me to comply with the law and register you as an employee with <b>HMRC</b> and share with HMRC how much I pay you. It will also allow me to pay you.	Data will be kept for the duration of your employment with me When your employment is completed, it will be destroyed after <b>6 months</b> . (HMRC may keep the data for up to 7 years).		
7	Financial information: Tax codes NI number etc.	I will need to share this information with my <b>payroll service</b> in order that they can calculate what I need to pay you.	Data will be kept by payroll provider for 7 years.		
8	Financial information Bank Details, salary payments	I will need to share this information with the <b>Holding account</b> provider so that they can pay your salary to you on my behalf (delete if don't use the holding account)	Data will be kept by Holding account provider for 7 years.		

### Sharing your data

We need to share your data with third party outside agencies such as various health services which can support you. Also, we may sometimes need to share your data with our wider team at Connection Support in case your Support Facilitator is absent and a colleague needs to cover.

Agency / Authority / Individual	Authority given (tick)	Authority not given (tick)
<b>HMRC – see above</b>		
<b>Payroll Service - state name :</b>		
<b>Holding Account Provider – state name:</b>		
<b>Connection Support</b>		
<b>Your Social Worker / Healthcare Manager</b>		

## Agreement to use my data

I hereby freely give my employer **(Insert name)** consent to use and process my personal data relating to my employment (examples of which are listed above)

### In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request.

I understand that I can ask for a copy of the personal data held about me at any time, and that this request is free of charge

I understand that I can request that data that is no longer required to be held can be removed from my file and destroyed.

I understand that if I leave my employment, my data will be destroyed after 6 months, or if longer this is stated above

I understand that you are the Data Controller for my employment and I can contact you directly if I have any questions or concerns about my data.

I understand that if I am dissatisfied with how you use my data, I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or online at [www ICO.org.uk](http://www ICO.org.uk))

Name:

Signature:

Date:

Yours sincerely

**(name of employer)**

Annually Reviewed Signature	Date