

# YOUTH LINK: NI

## PRIVACY NOTICE – EMPLOYEE DATA

Dear Employee,

We wish to inform you about the steps Youth Link has taken to comply with the EU's General Data Protection Regulation (GDPR), effective from 25 May 2018.

The aim of the GDPR is to protect individuals from privacy and data breaches in an increasingly data-driven world. As a result, this privacy notice explains how Youth Link will use the personal data it collects from you.

### How your information will be used

1. As your employer, Youth Link: NI needs to keep and process information about you for normal employment purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of Youth Link: NI and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. In pursuit of Youth Link's Vision of Churches working together to build excellence in youth work and ministry, enabling young people and youth practitioners to be agents of transformation in a divided society, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. 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.
4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.
5. You will, of course, inevitably be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is included in your Employee Handbook, General Organisational Policies and Rules.
6. Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health

and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay.

7. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
8. In addition, we monitor computer and telephone / mobile telephone use, as detailed in the Employee Handbook, General Organisation Policies & Rules and Information Technology Systems Policy. We also keep records of your hours of work by retaining weekly time sheets completed by you and verified by your line manager.
9. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you or to allow us to pursue our legitimate business interests, for instance we may need to pass on certain information to HMRC, our external company accountant or legal / HR advisors or pension schemes.
10. We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.
11. In limited and necessary circumstances, your information may be transferred outside of the European Economic Area (EEA) or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards including the following, to ensure the security of your data, ie paper records in these categories are kept in lockable cupboards or drawers when not in use; a clear desk policy is recommended, where files and other paper documentation are locked away at the end of the working day; electronic records in these categories are kept password protected within databases or stored in a shared drive that the relevant people have access to; portable storage devices should be encrypted or not used at all; antivirus software will be kept up to date on all desktops and laptops and any mobile devices will be password protected; email is not a secure system, so confidentiality cannot be assured for any information sent via email.
12. The personal data we hold on our employees falls into a variety of categories for example payroll records, health and safety records and employment records. Some of these we need to retain for a statutory period and others we retain for set periods for legitimate reasons. Details of our retention periods are contained at the end of this document.
13. If in the future we intend to process your personal data for a purpose other than that which it was collected for we will provide you with information on that purpose and any other relevant information.

## **Your rights**

14. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

15. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
16. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

### **Identity and contact details of data controller**

17. Helen Blackley, Youth Link: NI is the controller of data for the purposes of the DPA 2018 and GDPR.
18. If you have any concerns as to how your data is processed you can contact: Helen Blackley, Deputy Director – Corporate Affairs.

# HR Records – Retention Periods

## Payroll related records

- **Accident Books / Accident Records / Reports** – 3 years from the date of the last entry
- **Accounting Records** – 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / Correspondence with HMRC** – 3 full tax years
- **National Minimum Wage Records** - 3 full tax years
- **Retirement Benefits Schemes** – 6 years from the end of the scheme year in which the event took place.
- **Statutory Maternity Pay records** – 3 years after the end of the tax year in which the maternity period ends.
- **Pay records** – 6 years
- **Money purchase details** – 6 years after transfer or value taken.
- **Pensioners records** – 12 years after benefit ceases
- **Statutory sick pay records** – 6 years after employment ceases

## Employment records

- **Records relating to children and young adults** – until the person reaches the age of 21
- **Working time records** – 2 years from date on which they were made
- **Application forms / Interview Notes (for unsuccessful candidates)** – 1 year
- **Fair employment monitoring records** – 3 years
- **Parental leave** – 18 years from the birth of the child
- **Pension scheme investment policies** – 12 years from the ending of any benefit payable under the policy
- **Personnel files and training records** – 6 years after employment ceases
- **Redundancy records** – 6 years from the date of redundancy
- **Senior management records** – permanently
- **Works council minutes** - permanently

## **In addition**

Relevant documentation, as listed above, will be retained for longer periods in accordance with stipulations set by Youth Link: NI funders, as detailed below.

### **1. Peace III Funding, 2007-2014**

Programme Title: Children & Young People Building Positive Relationships  
Reference Number: 000445  
Managed By: Youth Education Social Inclusion Partnership (YESIP)

Programme Title: Community Capacity Building Strategies  
Reference Number: 000742  
Managed By: Community Relations Council / Pobal

Programme Title: Building Positive Sustainable and Integrated Communities  
Reference Number: 32238  
Managed By: Community Relations Council / Pobal  
Managed By: SEUPB from January 2014

Article 90 of the Council Regulations (EC) No 1083/2006 requires that supporting documents regarding expenditure and audit should be kept available for a period of three years following the closure of Peace III Funded Programmes. The Lead Partner and each Programme Partner should therefore ensure that all original vouchers, claim receipts and supporting documents in respect of this Programme are retained until expressly instructed by SEUPB that disposal is acceptable.

All documents relating to Peace III Funding, 2007-2013, will be retained as per revised EU guidance until **31 December 2021**.

Documentation will be returned to the Managing Authority in the event of dissolution / wind-up of the Company. The Company Secretary / Deputy Director – Corporate Affairs will hold responsibility for ensuring that this happens.

### **2. Irish Government's Reconciliation Fund, administered by the Department of Foreign Affairs and Trade**

The Letter of Acceptance for funding awarded under the Reconciliation Fund states 'I agree that the organization will retain invoices, receipts and / or other relevant supporting documentation for each item of expenditure towards which the Reconciliation Fund grant was directed. I understand that the Department may ask the organization to produce such documentation and agree that the organisation will do so, if requested.'

All documentation relating to Irish Government's Reconciliation Funded Programmes will be retained for a period of seven years following individual grant end dates.

### **3. Belfast City Council Small Grants Funding - Good Relations Grants, 2012-2017**

All documentation relating to Belfast City Council Small Grants Funding Programmes will be retained for a period of seven years following individual grant end dates.

#### **4. Northern Ireland Community Relations Council Core Funding Programme, 1 April 2016 – 31 March 2019**

Reference Number: 17/3209

Youth Link: NI shall ensure that all records, financial or otherwise, relating to the NICRC's grant award will be maintained and available for inspection for a term of not less than seven years, ie documentation must be retained until **31 March 2026**. All documentation retained shall be in original format.

#### **5. Peace IV Funding, 2017-2021**

Programme Title: Transformative Education for Positive Relationships

Reference Number: PIV4056

Managed By: Special European Union Programmes Body

All documentation related to the administration of the Programme including but not limited to support documents regarding expenditure and audit must be retained and kept available for a period of three years after the year of the submission of the final claim, ie documentation must be retained until **31 December 2024**.

Documentation shall be retained in accordance with (EU) 1303/2013 Article 140. Documents are to be kept either in the form of originals, or certified true copies of the originals.

Documentation will be returned to the Managing Authority in the event of dissolution / wind-up of the Company. The Company Secretary / Deputy Director – Corporate Affairs will hold responsibility for ensuring that this happens.

#### **6. Education Authority Funding**

The Organisation shall maintain current and accurate records of all personnel who are engaged by the Organisation in the provision of the Services. These records shall be retained for at least 1 year after the termination of Funding Agreements.

*The Deputy Director – Corporate Affairs will hold responsibility for documentation retention and documents will be retained within Youth Link's filing systems at its Training & Resource Centre, Farset Enterprise Park, 638 Springfield Road, Belfast BT12 7DY.*