



**GDPR Privacy Notice**  
**BID employed staff, workers, volunteers and contractors**

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<b>Data controller:</b> Northfield Town Centre BID Ltd	<b>Data protection officer:</b> BID Town Centre Manager
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The BID Company collects and processes personal data relating to its employees to manage the employment relationship. The BID Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the BID Company collect?**

The BID Company collects and processes a range of information about you. This includes :

- your name, address and contact details, including email address and telephone/mobile number, date of birth and gender; the terms and conditions of your employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the BID Company;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- 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 criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the BID Company needs to make reasonable adjustments;
- details of trade union membership; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The BID Company 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 (such as

benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the BID Company collects personal data about you from third parties, such as references supplied (with your consent) by former employers, information from employment background check providers, and information from criminal records checks permitted by law.

Data is stored in a range of different places, including in your personnel file, in the BID office (in a secure combination locking filing cabinet) and in other IT systems (including the BID Company's email system).

### **Why does the BID Company process personal data?**

The BID Company needs to process data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit and pension and insurance entitlements.

In some cases, the BID Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws, to enable employees to take periods of leave to which they are entitled, and to consult with employee representatives if redundancies are proposed or a business transfer is to take place. For certain positions, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the BID Company has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the BID Company 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 employee 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 employee 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 employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- 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 BID Company complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;

- conduct employee engagement surveys;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Where the BID Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Where the BID Company 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 as permitted by the Data Protection Act 2018. You can ask us to stop processing this data at any time.

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

Your information will be shared internally, including with the recruitment team (including payroll), your immediate line manager or supervisor that manages the business area in which you work. .

Your data may also be shared with employee representatives in the context of collective consultation on a redundancy or closure of the BID Company. This would be limited to the information needed for the purposes of consultation, such as your name, contact details, role and length of service.

The BID Company 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 BID Company also shares your data with third parties that process data on its behalf, in connection with payroll, the provision of benefits and the provision of occupational health services.

The BID Company will not transfer your data to countries outside the European Economic Area.

### **How does the BID Company protect data?**

The BID Company takes the security of your data seriously. The BID Company 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 employees in the performance of their duties. Other internal policies and controls are located in the BID's GDPR Data Protection Policy and the Information Protection Policy .

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

## **For how long does the BID Company keep data?**

The BID Company 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 detailed in line with record-keeping - statutory requirements, where the BID Company is required by law to keep certain records relating to their employees, workers, contractors or volunteers and their business for specified periods. The statutory requirements are in relation to employment law, tax credits and tax records and health and safety legislation.

## **Your rights**

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

- access and obtain a copy of your data on request;
- require the BID Company to change incorrect or incomplete data;
- require the BID Company 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 BID Company is relying on its legitimate interests as the legal ground for processing; and
- ask the BID Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BID Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the BID Town Centre Manager at: [bid@northfieldbid.com](mailto:bid@northfieldbid.com) . You can make a subject access request by completing the BID Company's form for making a subject access request.

If you believe that the BID Company 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 BID Company 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 BID Company 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 BID Company to enter a contract of employment with you. If you do not provide other information, this will hinder the BID Company'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.