

Northern Ireland Housing Executive

Privacy Notice- Employees and Agency Workers

The Housing Executive is committed to protecting your privacy and maintaining your trust and confidence in how we handle your personal information. In this privacy notice we have provided information on when and why we collect your personal information, what we do with it and the limited conditions under which we may disclose it to others.

We have a Data Protection Officer who will monitor our compliance with the data protection legislation. For further details on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, you can email us at dataprotection@nihe.gov.uk or write to: Data Protection Officer, Northern Ireland Housing Executive, 4th Floor, 2 Adelaide Street, Belfast, BT2 8PB.

Why we need your personal information

The Housing Executive needs to keep and process information about you for normal employment and engagement purposes to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately. This applies during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left the Housing Executive. This includes using information to enable us to comply with the employment or agency contract, and fulfil any legal obligations we have.

What personal information we collect

We collect personal information such as:

- Name;
- Address;
- Date of Birth (DOB);
- National Insurance Number (NINO);
- Sex;
- Nationality
- Telephone/Mobile Number;
- Email address;
- Marital status;
- Education details;
- Employment details, both current and previous;
- Bank details;
- Race or ethnic origin;
- Religious affiliation;
- Membership of a Trade Union;
- Any information you provide to us as part of an employment process;

- Health/Medical Details;
- Criminal Convictions;
- CCTV imagery.

When do we collect your personal information

We collect personal information:

- When you begin your employment or assignment with us;
- When we are setting you up on HR systems in order to pay your salary or allow the agency to pay you;
- When the circumstances of your employment or assignment change, such as transferring, acting up, taking a career break, or leaving the organisation;
- When your personal circumstances change and you notify us such as changing your contact details, applying for maternity/paternity/adoption/special leave;
- When we receive a job application;
- When your image is recorded on CCTV, for example, we operate monitored CCTV systems in some of our locations used by members of the public. The purpose is for the safety of the public and staff at these locations and to prevent and detect crime. In locations where CCTV monitoring takes place, there are signs displayed notifying you that CCTV is in operation;
- When information is entered into TMS, such as normal clocking's, or adding an absence;
- When information is entered into the Learning Zone;
- When information is entered onto the Performance Management System;
- When you enter information into the Staff Declaration Register;
- When you or someone else enters data onto a HR system about you, such as your line manager inputting details onto an online form to request an acting up or honorarium payment;
- When a person telephones us;
- When a person emails us;
- When a person contacts us in writing;
- When we investigate alleged fraudulent activities or during employee relation activities;
- When we seek legal advice in any of the above circumstances.

How the law allows us to use your personal information

We are required to have a lawful basis for processing personal information.

As your employer the most common basis for processing personal information is that the processing is necessary for the performance of the contract.

We also process personal information where it is necessary for compliance with legislation for example, where we are obliged to provide monitoring information to the Equality Commission for Northern Ireland; or to comply with health and safety laws.

We may have occasion to process personal data under the basis of vital Interest, where we need to protect a person's health and safety or welfare.

We may use legitimate interests as a lawful basis for processing your information. We will only do this in situations where the information is not necessary for the performance of employment contract, but where there is a compelling justification for the processing; such as where the information is necessary for operational, administrative, HR and recruitment purposes and to otherwise manage employment relationship and interaction between employees.

We will seek your consent where it is the only basis on which we can collect or use your personal information. Where your consent is needed we will seek your express consent, which you can withdraw at any time.

Who we share your personal information with

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. For instance, we may need to pass on certain information to other organisations for purposes such as pension administration.

How long we keep your personal information

Your personal information will be stored according to the Housing Executive's Disposal of Records Schedule. This will be reviewed and amended as required. A copy can be found on Gateway in the first instance, or can be requested in writing to HR Support Team, 5th floor, The Housing Centre, 2 Adelaide Street, Belfast, BT2 8PB or emailing hr.adminteam@nihe.gov.uk

Your rights

The law gives you the following rights in relation to your personal information:

The right to be informed

You have the right to know when and why your personal data is being processed; the retention periods for that personal data, and who it will be shared with. That is the purpose of this privacy notice and why the privacy notice will regularly be reviewed. When it is reviewed and amended, we will communicate the changes to you.

The right of access

You can ask for access to the information we hold on you (either verbally or in writing). When we receive a request you are entitled to receive all electronic and hard copy information we hold on you. However, we cannot let you see information which contains:

- Personal information about other people;
- Information which may stop us from preventing or detecting a crime.

The right to rectification

You can ask to change information that you think is inaccurate.

You should let us know (either verbally or in writing) if you feel some of your personal information is wrong. We may not always be able to change or remove information but we will correct factual inaccuracies and can include your comments to show that you disagree with the personal information we hold relating to you.

The right to erasure

This is also known as the right to be forgotten.

In some circumstances you can ask (either verbally or in writing) for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason it was collected in the first place;
- Where we have relied upon your consent to use your personal information and you withdraw your consent;
- Where deleting the information is a legal requirement.

Where your personal information has been shared with others we will advise them of your request to delete your personal information.

Please note that we cannot delete your information where:

- We are required to have it by law;
- Its use involves freedom of expression;
- It is necessary to take or defend a legal claim;
- It is necessary for the performance of a statutory function i.e. Public Task;
- It is used for scientific or historical research or statistical purposes where it would make information unusable.

The right to restrict processing

You have the right to ask us (either verbally or in writing) to restrict what we use your personal information:

- If you have identified inaccurate information and have told us about it;
- Where we have no legal reason to use the information but you want us to restrict what we use it for rather than erase the information altogether.

When personal information is restricted it cannot be used other than to securely store the information and with your consent to handle legal claims and protect others.

You have the right to ask us to stop using your personal information. However, this may cause delays or prevent us delivering services to you or performing our statutory functions.

The right to data portability

You have the right to ask (either verbally or in writing) for your personal information to be given to you or another organisation in a commonly used format. This right only applies if we are using your personal information with consent and decisions have been made by a computer.

The right to object

You have the right to object (either verbally or in writing) to us processing your personal information.

However, if we consider we are unable to stop processing your personal information we will explain why. If you disagree with our decision, you have the right to make a complaint to the Information Commissioner.

Rights in relation to automated decision making and profiling

Where we carry out automated decision making, you can ask to have any computer made decisions explained to you. You have the right to question and challenge decisions made about you using this method and request human intervention. The Housing Executive does not carry out profiling.

Agency Workers

The Housing Executive is committed to protecting your personal information and will secure it in the same way we do with directly employed staff. You should contact your employment agency with any queries you have around how they manage your personal information.

How to contact us

If you have any concerns regarding your rights, please contact our Data Protection Officer at dataprotection@nihe.gov.uk or by post to Data Protection Officer, 4th Floor, Housing Centre, 2 Adelaide Street, Belfast BT2 8PB. Your request will be assessed and you will be informed of the outcome in writing.

How to make a complaint

If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal information in accordance with the law, you can contact the Information Commissioner's Office (ICO) via their website www.ico.org.uk or email casework@ico.org.uk.

If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Changes to this Privacy Notice

We keep our Privacy Notice under regular review. This privacy notice was last updated on 22 May 2018. When we make changes to this notice, we will communicate these to you.