



Environmentors statement on GDPR.

Privacy Notice (How we use workforce and client information)

We hold information about the directors

We hold information about those whom we sub-contract

We hold information about clients, both at individual level and organisational level

The categories of information that we process include:

- personal information (to enable contact)
- characteristics information (such as gender, age, ethnic group)
- contract information
- work attendance information
- qualifications

This list is not exhaustive, to access the current list of categories of information we process please contact us through our website

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes we will:

- Know what personal data we have
- Tell people what we plan to do with it

- Store and dispose of it safely
- Respect people's data rights

Collecting workforce information

We collect personal information via email, questionnaire and application forms.

Workforce data is essential for the operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule – for employees up to the current required time for tax and pension purposes. For clients, for the duration of the contractual arrangement and up to the next tax period and accounting period. The data is held in a locked filing cabinet on the registered premises and on a virus / malware protected computer at the premises

Who we share workforce information with

We routinely share this information with:

- HMRC
- Companies House

Why we share workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

HMRC

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact us via the website

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting us through the website.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 10/12/22.

Contact

If you would like to discuss anything in this privacy notice, please contact: Adrian Banford or Prof. Lois Mansfield

How Government uses your data

The workforce data that we lawfully share with the HMRC through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care policy

Data collection requirements

To find out more about the data collection requirements placed on us by the HMRC go to hmrc.gov.uk

Sharing by HMRC

The Department may share information about employees with third parties

- conducting research or analysis
- producing statistics

- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether HMRC releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.