

REDRESS SCOTLAND STAFF PRIVACY NOTICE

Who are we?

Redress Scotland is the controller for the personal information we process, unless otherwise stated.

There are many ways you can contact us, including by phone, email, and post. <https://www.redress.scot/contact-us/>

Our postal address is: Redress Scotland, PO Box 27177, Glasgow G2 9NL.

Our Data Protection Officer

Our Data Protection Officer is Melanie Lowe. You can contact the Data Protection Officer at the above postal address, or

Email: information@redress.scot

How do we get information?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have applied for a job or secondment with us. Where a recruiter, employment agency or education provider is involved, we may receive information from them.
- You have made a complaint or enquiry to us.
- You have made an information request to us.
- You wish to attend, or have attended, an event.
- You provide feedback to us.
- You subscribe to our e-newsletter.
- You visit our website and consent to our use of cookies.

We also receive personal information indirectly, in the following scenarios:

- We undertake personal, right to work in the UK, security and health checks as part of our recruitment process.
- A complainant refers to you in their complaint correspondence.
- From an individual using our subject access request service.
- Whistleblowers include information about you in their reporting to us.
- From other public authorities, regulators or law enforcement bodies.
- An employee of ours gives your contact details as an emergency contact or a referee.

If it is not disproportionate or prejudicial, we'll contact you to let you know we are processing your personal information.

What information do we collect?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it may affect your application if you don't.

We ask you for your personal details including name and contact details. We'll also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our recruitment team will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don't provide it, it won't affect your application. We won't make the information available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you provide will be used to produce and monitor equal opportunities statistics. This information may also be shared with external equality and diversity auditors.

If we make a conditional offer of employment, we'll carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

If we make you an offer of employment you must therefore provide:

- Proof of your identity – you will be asked to provide an electronic copy of your passport for our records.
- Proof of your qualifications – you may be asked to provide these electronically depending on the role you apply for.
- A criminal records declaration to declare any unspent convictions.
- Your personal email address, your full name, date of birth, passport status and whether you have a basic disclosure dated within the last 3 months which we'll pass to the Scottish Government Checking Service, who will contact you to complete an application for a Baseline Personnel Security Standard check. This involved verification of your identity, employment history, unspent criminal convictions, nationality and immigration status.
- We'll contact your referees, using the details you provide us with to directly to obtain employment references.
- We'll also ask you to complete a questionnaire about your health to establish your fitness to work. We will share this with our Occupational Health provider who will contact you directly to discuss.
- We'll also ask you about any reasonable adjustments you may require under the Equality Act 2010. This information will be shared with relevant Redress Scotland staff to ensure these are in place for when you start your employment.

If we make a final offer, we'll also ask you for the following:

- Bank details, national insurance number and P45 – to process salary payments.
- Emergency contact details – so we know who to contact in case you have an emergency at work.
- Your previous pensions history, so we can enrol you in the correct pension scheme given your pensions choices.
- A photograph for security and media purposes and to gain entry to Scottish government buildings if needed.

Why do we collect your information?

We process this information to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We also use this information to manage the employment contract if you accept a job with us.

The lawful basis we rely on for processing your personal data are article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract and article 6(1)(f) for the purpose of our legitimate interests.

If you provide us with any information about reasonable adjustments you require under the Equality Act 2010, the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the Act.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious, sexual orientation or ethnicity information is article 9(2)(b) of the UK GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights or article 9(2)(g) - necessary for reasons of substantial public interest.

The additional DPA 2018 processing conditions we rely on are Schedule 1 part 1(1) which again relates to processing for employment purposes and Schedule 1, part 2 paragraph 6 – statutory etc. and government purposes.

We process information about applicant criminal convictions and offences. The lawful basis we rely upon to process this data is Article 6(1)(e) for the performance of our public task. In addition, we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a).

Sharing your information

We will not share your information with any third parties for the purposes of direct marketing.

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. When it is necessary for us to transfer your personal information outside of the UK this will only be done in accordance with the UK GDPR.

In some circumstances we are legally obliged to share information. We might share information with regulatory bodies or our legal advisers in order to further their, or our, objectives. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information.

We may need to process your personal data to protect your vital interests, where you are incapable of giving consent, for example, in a medical emergency.

How long do we keep your information?

Your personal information will be stored securely and in accordance with the law, either in our electronic records management system or in hard copy under appropriate security conditions. We limit access to your personal information to those who have a genuine business need to know it. Those individuals will keep the information confidential.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a data security breach where we are legally required to do so.

We will keep your personal data information during and after your engagement with us for no longer than is necessary and will securely delete or destroy it when it is no longer needed.

More details can be found in our [Retention and Disposal Schedule](#).

Your data protection rights

Under data protection law, you have rights which relate to your personal information which include:

Your right to access – You have the right to ask us for copies of your personal information through submitting a subject access request as set out below.

Your right to rectification – You have the right to ask us to correct personal information you think is inaccurate.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances. If we can't, we will explain why.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask us to transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you.

Please contact the Data Protection Officer at Redress Scotland at Information@redress.scot if you wish to make a request to exercise your rights. You can find out more information about the Redress Scotland subject access request process [here](#).

Your right to complain

If you are unhappy with our use of your personal information, you can make a complaint to us at complaints@redress.scot. You can also complain to the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk>

We keep our privacy notice under regular review to make sure it is up to date and accurate. It was last reviewed on 17th June 2024.