



World Land Trust Employee and job applicants privacy notice

World Land Trust collects, stores and processes personal information about prospective, current and former staff including applicants, employees (and former employees) and workers to manage the employment relationship. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

We collect and process a range of information. This includes:

- **Contact details:** name, address and contact details, including your email addresses and telephone numbers, record of our communications with you, etc.
- **Employment records:** terms and conditions of employment (including contracts and letters of variation); attendance records, performance, appraisal & disciplinary records;
- **Financial information:** bank account details; financial transactions and reimbursements;
- **Links and online presence:** links to other organisations, social media accounts; personal accounts; blogs; IP addresses;
- **Pay, pension and tax details:** records of pay; salary details; salary history; entitlement to any benefits; payroll records; P45 records, details of individual pension account and transaction history; national insurance number; tax coding; details of tax collected; tax status;
- **Personal details:** date of birth; nationality; passport details; photos; marital status; next of kin and emergency contact details; right to work and immigration status;
- **Professional history:** qualifications and experience; employment history; references we may have obtained from your former employers or other referees;
- **Special category information:** information about medical or health conditions, including disabilities for which we may need to make reasonable adjustments; relevant criminal record, ethnicity and other special categories.

We collect this information in a variety of ways. For example, data is collected through your application for employment or CVs; obtained from your passport or other identity documents; from information supplied by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, and with your consent we collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks where applicable and permitted by law.

Data is stored in a range of different places, including in your personnel file and our HR management systems, in our accounts and payroll systems, in Departmental management files, and on our Contact Relationship Management (CRM) database. Your data will also be included in emails stored on our email servers, and in other communications and company records. In addition, data may be stored remotely, for example in our internet banking system, online payroll services and online mailing systems.

Why do we process personal data?

We need to process data to enter an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer pension and insurance entitlements.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled. For certain positions, it may be necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, we have a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- Run recruitment 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.
- 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 we comply with our duties in relation to individuals with disabilities, meet our 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 we comply 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 and maintain our relationship with you across the organisation.
- Provide references on request for current or former employees.
- Maintain and promote equality in the workplace.

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

Special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, may be processed for the purposes of equal opportunities monitoring, should it become WLT policy to do so. Any data that we may use for these purposes will be anonymised. Where data is collected specifically for this purpose it will be with the express consent of the individuals concerned and this can be withdrawn at any time. There will be no obligation to provide such data and there will be no consequences of failing to do so.

You have some obligations under your employment contract to provide us with data. 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 us with data 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.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements of fair and lawful processing can be met.

Who has access to data?

Your information will be shared internally, including with members of the HR and Finance teams and with members of the senior management team and your line manager, and is controlled and only available on a need-to-know basis. All staff receive training on the principles of data protection and information security.

Applicants' data may be shared with members of interview panels or with external consultants and advisors who are assisting in the recruitment process. Applicants will be advised when invited for interview if anyone not employed by WLT will be involved in the selection and interview process.

We will not forward your personal details to a third-party organisation without your consent, except where we are obliged to do so for legal or contractual reasons. Please be assured that any third-party organisations that we use or have a contract with will not pass on any personal data that we share with them, and we ensure that any third party we use has appropriate data security policy in place.

How do we protect data?

We take the security of your data seriously. We have security procedures and rules to protect your data. Your data will be kept in a secure environment and only accessed by employees in the performance of their duties.

How do you update your data?

It is important that we ensure your personal data is accurate and up to date. Please contact the HR Advisor if any of your details change, or email jobs@worldlandtrust.org.

For how long do we keep data?

We do not keep your data for longer than is necessary for the purposes for which it is processed. We will retain personal data for the minimum period required by legislation, or national guidance provided by statutory authorities. When no longer required for day-to-day processing, personal information will be archived or destroyed (following our data management guidelines): if the data is in hard copy format will it be stored in a secure location and then destroyed securely when the retention period has ceased.

Your rights

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

- Ask to be informed why, where and how we use your information.
- Ask for access to your information.
- Ask for your information to be corrected if it is inaccurate or incomplete.
- Ask for your information to be deleted or removed where there is no need for us to continue processing it.

- Ask to restrict the use of your information.
- Ask to copy or transfer your information from IT system to another in a safe and secure way.
- Object to how your information is used.

If you have any queries about this Privacy Notice or about WLT's data protection policy and procedures, please contact the Data Protection Officer (details on p. 1 above).

If you believe that World Land Trust has not complied with your data protection rights, you can complain to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545745