

Employee Privacy Notice



One Awards is a company registered in England and Wales with company number 04042215. The registered office is 1 Palmer Road, South West Industrial Estate, Peterlee, County Durham, SR8 2HE. One Awards is a Data Controller as required under the relevant UK Data Protection Legislation and is committed to protecting privacy and process the information in line with the requirements of the legislation

For One Awards to ensure that it's operating within the statutory obligations of the Data Protection regulations, it is essential that all stakeholders are aware of the types of data held, the use of the personal data held and how it could be shared.

Customer Service is a high priority for One Awards and we are committed to improving the service to our stakeholders which includes our current and past employees. In order to do so we collect and process various amounts of data from different mediums. The data enables One Awards to comply with employment contracts, to comply with any legal requirements, pursue its legitimate interests and protect its legal position in the event of legal proceedings. If you do not provide this data, One Awards may be unable in some circumstances to comply with our obligations and you will be informed on the implications of that decision

This privacy notice (together with the data protection policy) sets out What, How and Why One Awards collects, stores and processes personal data in accordance with the relevant Data Protection legislation and Who the data will be shared with.

By submitting personal data you are confirming that you have read and understood how the data is being used as set out in the privacy notice

What Data One Awards Collects

The data is collected from application forms and added to over time from various HR and finance sources throughout the course of your involvement with One Awards It will include the following,

- Age and Date of Birth
- Family members and contact details
- Contact details such as name, address, telephone number, email address
- Application form and references
- Payroll details including correspondence
- Sickness records which may include reasons for absence and GP reports
- Medical Questionnaire
- Employment record including holiday sickness and other absence
- Bank Details
- Career history such as training, appraisals disciplinary and grievance records

Much of the data we hold will have been provided by you, but some may come from other internal sources, such as your line manager, or in some cases, external sources, such as referees.

Any special categories of data relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, will be obtained with your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

How One Awards Uses the Data

One Awards will use the data to improve the human resources function, inform staffing decisions and update governance structure on key indicators although this aspect is anonymised. The data will also be used for payroll and pension functions as required

The data will not be used for automated individual decision making and profiling.

How the Data is Stored and Protected

The data is stored electronically on servers in the UK and One Awards undertakes all necessary and appropriate steps to protect the data both online and offline. No data transmission via the internet is totally secure and although One Awards does take steps to minimise the risk, its security cannot be guaranteed

Data is also retained in paper format and held in secure filing cabinets for authorised personnel only.

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Data Retention

Different types of data are retained for different durations, depending on the type of data held and regulatory requirements or contractual obligations.

Details of how long data is retained for held in the One Awards data retention policy which can be found on the One Awards website. Please contact One Awards if you require further information.

Who One Awards Discloses Data To, and Why

One Awards shares data with the payroll service provider (Teesside University), the pension providers (NEST and Teesside Pension Fund) and HMRC.

We may transfer data about you to other group companies for purposes connected with your employment or the management of the company's business.

Also, if we sell or buy any organisation or assets we may disclose the data to the buyer or seller as part of the transference of the assets.

The amount of personal data shared will be no more than is reasonably necessary.

If in the future we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

How you can Access your Data

Under the current legislation you have a number of rights with regard to your personal data. You have the right to request access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time.

Access to data pertaining to you can be requested at any time in writing, unless it is considered that it would adversely affect the rights and freedom of others. Requests to access your rights must be submitted in writing using the Data Request Form which can be found on the website Proof of identify is required and these are listed on the form.

A request will be responded to within 28 calendar days on receipt of a fully completed request form.

A reasonable fee will only be applied if the requests are considered to be excessive or multiple copies are requested. The fee would always be communicated in advance of processing and approval sort to continue with the request.

Please be aware if you request erasure that this means that all your details will be removed from the system. Further details relating to these rights under the Data Protection legislation and the impact of each of the rights can be obtained from One Awards.

How to contact us:

If you have any questions about the privacy notice or information we hold about you please contact Dawn Rush, Head of Corporate and Financial Services in writing at:

- 1 Palmer Road, South West Industrial Estate, Peterlee, County Durham, SR8 1HU
- or by email to admin@oneawards.org.uk

You have a right to complain to the Information Commissioner's Office is you feel your requests are not being dealt with accordingly, on <https://ico.org.uk/concerns/>

Changes to this notice

The Employee Privacy notice is kept under regular review and any updates will be posted to the website.

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