



Hammersmith & Fulham Mencap
65 Aspenlea Road
Fulham
London, W6 8LH

Chief Executive: Teresa McGinn

Dear Employee's

Privacy Notice – General Data Protection Regulation

This document explains how HF Mencap collects, uses, and keeps safe information about our staff. We will provide staff with information on our privacy notice online and in person if requested.

We, HF Mencap, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is

Dean Ashby

HF Mencap, 65 Aspenlea Road, Fulham, London, W6 8LH
020 8 748 5168

Dean.Ashby@hfmencap.org

The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about people work for HF Mencap, but is not restricted to:

- Contact details/ contact preferences, date of birth, identification documents
- Contact details of next of kin
- Internal assessments, (e.g. needs assessments)
- Characteristics such as ethnic background, eligibility and financial information
- Details of medical conditions/ medical history
- Attendance information
- Supervision and meeting minutes
- Photographs
- CCTV images captured on site
- Contract
- Incident/ accident reports
- Records of compliments and complaints
- Records of Educational History
- Curriculum vitae
- Emails

Sources of personal information

We may receive information directly from people previous employers and 3rd party agency's

Why we use this data:

- Provide ensure you can provide appropriate services and support
- To ensure that we are meeting the needs of the people who use our services
- To monitor and assess the quality of our services
- To meet the requirements of our commissioners and funders
- To ensure the health, safety and well-being of people who use our services.
- To comply with our legal obligations under Health and Safety Law

Our legal basis for using this data:

Our lawful basis for collecting and using this data is:

- We have a legitimate interest for doing so.
Or
- We have obtained consent to use it in a certain way.

The legitimate interests are:

- We need to process personal information in order to provide appropriate care, support or advocacy services to the people who use our services. This processing of personal information is necessary to allow HF Mencap to carry out our services appropriately and safely.

Retention and storage of personal data

We store personal data of employees. We do not keep personal data longer than necessary. Each of our projects and services are monitored differently. Please speak with the Data protection officer who can confirm the timescale for the service in use.

All your personal information is kept securely, to make sure it is only accessed by people who need to have access to your information. All Staff have the right to have they information forgotten by HF Mencap on termination of employment, doing so could limit any references due to lack of information.

Sharing personal information

We will only share information with 3rd parties where:

- We have consent to do so.
- We have a legal obligation to do so.
- In the case of a person lacking capacity to consent, we may share information in their best interests, following the code of practice of the Mental Capacity Act 2005.

You're Rights

If we hold and use your personal data, you have the following rights:

- You have the right to be told how we store and use your personal information and what we use it for.
- You have the right to see and have a copy of your personal information.
- You have the right to ask us to put right any information that we may have recorded incorrectly.
- You have the right to ask us to erase your personal information.
- You have the right to ask us to stop using your personal information.
- You have the right to object to us storing and using your personal information.

If you have given us consent to store and use your personal information, you have the right to withdraw that consent.

If you want to exercise any of the rights above please contact our Data Protection Officer, Dean Ashby, who will be able to help.

You have the right to make a complaint. If you are not happy about the way HF Mencap has used your personal information please contact Dean Ashby, contact at the top of this document.

However you also have the right to make a complaint to the Information Commissioner's Office, the body which oversees data protection law.

You can call their helpline on 0303 123 1113.

If you have any questions regarding this document please feel free to contact me,

Kind Regards

Dean

Dean Ashby
Director of Business Developments and Operations
HF Mencap