



Black Beetle Health

Health - Wellbeing - Equality

99 Parkway Ave, Sheffield S9 4WG | Registered Charity No. 1191721

Privacy Notice

Version: 1.0

Scope

The Privacy Notice is applicable to Volunteers, Contractors and Trustees.

Details

It is important that you read this privacy notice, or any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you. This is so that you are fully aware of how and why we are using your data.

Information we collect

Black Beetle Health CIO (the Charity) collects personal data about Contractors during the engagement process, either directly from Contractors or tenderers. We may sometimes collect additional information from third parties including former employers or former clients.

We will collect additional personal information in the course of work-related activities throughout the period of your engagement.

We may collect, store, and use the following categories of personal data about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Gender
- Next of kin and emergency contact information
- Bank account details
- Start date
- Location of engagement



Black Beetle Health
Health - Wellbeing - Equality



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Health - Wellbeing - Equality

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- References and other information included in a request for an engagement or cover letter or as part of the tendering or engagement process
- Prior employment records (work experience, professional memberships)
- Information about your use of our information and communications systems
- Photographs

How we process your information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you or intermediary through whom you are working.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest or for official purposes.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

We may process your data for the following purposes:

- Making a decision about your engagement



Black Beetle Health
Health - Wellbeing - Equality



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Health - Wellbeing - Equality

99 Parkway Ave, Sheffield S9 4WG | Registered Charity No. 1191721

- Determining the terms on which you are engaged to work for us
- Paying you or any intermediary
- To notify you of any disaster or business continuity event, and recovery action
- Making decisions about the terms of your engagement
- Assessing your suitability or qualifications for a particular job or task
- Making decisions about your continued engagement
- Making arrangements for the termination of the engagement
- Dealing with legal disputes involving you, or other Contractors, volunteers, and/or Trustees, including accidents which take place while providing services on behalf of the Charity
- Complying with health and safety obligations
- To prevent and detect fraud
- To monitor your use of our information and communication systems
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- Equality and diversity monitoring
- Publicising our activities (e.g., group photos of events, site visits, etc.).
- To ensure that any potential conflicts between your work-related interests and your personal interests are identified and managed appropriately. This includes making a declaration of interest periodically or as requested and whenever a new conflict or potential conflict is identified and also in relation to investment information where required under the Market Abuse Regulation.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

How we process “special categories” of more sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:



Black Beetle Health
Health - Wellbeing - Equality



Black Beetle Health

Health - Wellbeing - Equality

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- Information about your race or ethnicity, religious beliefs and sexual orientation
- Information about your health related inability to deliver contract to services

These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.

We may process special categories of personal information in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection with your engagement. For example:
 - We will use information personal information relating to medical conditions and disability to comply with laws (insofar as applicable to Contractors)
- Where it is needed in the public interest: for example, we will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equality and diversity monitoring and reporting.
- In limited circumstances, with your explicit written consent. We do not need your consent to use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law (insofar as applicable to Contractors). In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your engagement with us that you agree to any request for consent from us.



Black Beetle Health
Health - Wellbeing - Equality



Black Beetle Health

Health - Wellbeing - Equality

99 Parkway Ave, Sheffield S9 4WG | Registered Charity No. 1191721

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Who is the information shared with?

We may share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK. If we do, you can expect a similar degree of protection in respect of your personal information.

The Charity shares your data with:

- Solicitors
- Grant makers
- Our IT/website provider
- Accountant
- Social Media Providers such as Facebook, Twitter etc.

Retention

The Charity will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected.

To determine the appropriate retention period for personal data collected as part of your engagement, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.



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In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Change Record

Date of Change:	Version	Reviewed/Changed By:	Comments:
17/02/2021	v0.1	Jo Roy	Initial draft
30/03/2021	v0.2	David Kennedy-Pitt	Updated draft
02/05/2021	v1.0	Jo Roy / David Kennedy-Pitt	Final version



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