

Data Protection Notice to all Employees of Liberate

Liberate is registered with the Jersey Office of the Information Commissioner and complies with the Data Protection (Jersey) Law 2018 ("the Law").

As a data processor, we have a duty to notify you of the personal data that we hold pertaining to you and why we hold it.

We hold the following data about you in the Charity's personnel records –

- Full name;
- Any former names;
- Usual residential address;
- Social security reference number;
- Tax reference number;
- ITIS rate;
- Gender;
- Marital status;
- Residential status;
- Next of kin: name, address, phone number, relationship to you;
- Nationality;
- Birthplace;
- Date of birth;
- Date of starting work with Liberate;
- Date of finishing work with Liberate;
- Salary details;
- Bank account details;
- Training details;
- Sickness record;
- Holiday record;
- Medical record;
- Employment history;
- Employment record including your terms and conditions of employment, offer letters, progress assessments, capability, grievances, disciplinaries, correspondence etc;
- Qualifications;
- Details of any spent convictions and, where appropriate, any unspent convictions;
- Diversity monitoring form (where provided).

We also hold your email address and a contact telephone number. We also hold your DBS check (where appropriate), a scanned copy of your photographic ID and a recent utility bill. These are held in digital form on our computer system, which includes storage outside the EEA but that complies with GDPR, and in paper form in our files at the home of our CEO.

All the above data will have been provided by you to Liberate.

Under the Law, the condition for lawfully processing this data is because we are an employer. This means that the processing is carried out in the course of Liberate's legitimate activities; is carried out with appropriate safeguards for the rights and freedoms of data subjects; relates only to individuals who are members of the body or association or have regular contact with it in connection with its

purposes; and does not involve disclosure of the personal data to a third party without the consent of the data subject.

Please ensure that you notify us should your personal data change so that we may, in line with the Law, keep it accurate and up to date.

If you have any queries regarding Liberate's data protection policy or your data held by Liberate, please contact the CEO in the first instance – vic@liberate.je

You can see a full copy of the law here: https://www.jerseylaw.je/laws/enacted/Pages/L-03-2018.aspx#_Toc506561174

A full copy of Liberate's data protection policy can be found in the Policy Manual (section 15) and the Staff Handbook.