

## HR Privacy Notice

### **Data Controller Name:**

Virginia McVea  
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Street, Belfast BT1 1ER

### **Data Protection Officer**

**Name:** Liz Murray  
Address: 3<sup>rd</sup> Floor, 15 Church  
Street, Belfast BT1 1ER

EONI is committed to protecting your privacy. This privacy notice explains how EONI uses information about you and the ways in which we will protect your privacy.

### **What information we process**

The information we process includes:

- personal details
- family and social circumstances
- financial details
- education and training details
- employment, absence and leave details

We also process sensitive classes of information that include:

- physical and/or mental health
- racial or ethnic origin
- religious, or other beliefs of a similar nature
- community background
- sexual orientation
- trade union membership
- criminal offences or convictions

### **Why we process personal information**

We collect and process personal information in order to comply with our legal obligations, and other pension, employment and statutory equality legislation. We also collect and process personal information for the performance of tasks carried out in the public interest or in the exercise of official authority. On some occasions, such as your participation in voluntary schemes, we rely on your consent to process your personal information.

We collect and process personal information to enable us to:

- support and manage EONI staff;
- pay our current staff and administer pensions;
- ensure the EONI is suitably trained, skilled and resourced;
- enable the EONI to make reasonable adjustments in order to comply with its responsibilities under the Disability Discrimination Act 1995;
- provide information for departmental reports;
- examine the impact of EONI recruitment and employment policies and processes on different categories of staff; and
- comply with EONI statutory obligations under Fair Employment legislation.

We may also process personal information for the purposes of detection and investigation of suspected or actual fraud, loss or crime, data matching under the National Fraud Initiative, staff monitoring and as required by other legislation.

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

## **How we obtain personal data**

We obtain personal information directly from you, and from other sources, such as other government departments.

## **CCTV**

We use CCTV on our buildings to maintain the security of property, premises and staff, and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

## **Who the information may be shared with**

In most circumstances, we will not disclose personal data without your consent.

However, we are required to share your data to meet our legal or public function requirements, to pursue debt, for fraud, or crime prevention and detection purposes, or in your vital interest, with the following:

- Other government departments and agencies
- Her Majesty's Revenue and Customs (HMRC)
- suppliers and service providers, such as HRConnect, external training providers
- courts, tribunals and parties to litigation
- financial organisations, such as banks
- Police forces and emergency responders

## **How we use information about you**

All the personal data is processed within the European Economic Area (EEA).

Sometimes it may be necessary to transfer personal information outside the EEA. When this is necessary, any transfers would only be made in full compliance with all aspects of data protection legislation.

## **How long we keep your personal data**

We keep personal information about you only as long as it is necessary to administer human resource functions by law or for business purposes, and in line with the retention and disposal schedule after which time it will be destroyed securely.

## **How we keep your personal data secure**

We'll do what we can to make sure we hold records about you (on paper and electronically) in a secure way, and only make them available to those who have a right to see them. We use technical and organisational measures such as:

- Encryption of our data and IT equipment
- Regular data protection training for our staff
- Regular testing of our technology
- Restricted access controls
- Physical security measures

## **What are your rights?**

You can find out if we hold any information by making a 'subject access request'. If we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request to access any personal information we may hold about you, you should put the request in writing and email it to [info@eoni.org.uk](mailto:info@eoni.org.uk).

If at any point you believe the information we process about you is incorrect, you can also ask to have this information rectified.

### **Complaints**

If you wish to raise a complaint about how we have handled your data, you can email the Data Protection Officer who will consider the matter:

[dpo@eoni.org.uk](mailto:dpo@eoni.org.uk)

If you are still not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner by email:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Changes to this Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated in May 2018.