

Privacy Notice – For Ixion Employees and Job Applicants

This notice must be issued at first contact to:

- Employees
- Job applicants
- Interns
- Apprentices
- Work Placements

NOTE: Other Notices must be used for individuals who are not included in the list above.

Notice:

Ixion is committed to protecting your personal data and also to ensuring that your rights to privacy are protected.

Your data will be stored on secure databases and access will be permitted only to those with a need to know.

In order to be open and transparent, Ixion wants you to know that:

- 1) Ixion is the Data Controller of the information it holds or will hold on you.
- 2) Ixion has a Data Protection Officer, and contact details for this person may be obtained by writing to the Data Protection Mailbox: data.protectionmailbox@shaw-trust.org.uk
- 3) The information we collect from you and subsequently process may include your contact details (name, address, telephone numbers, email address etc.), date of birth, bank account details, National Insurance number, progress reviews, disciplinary details, criminal record and similar employment-related information.
It may also include sensitive / special information, such as:
 - your racial or ethnic origin (only for statistical purposes)
 - biometric data for the purpose of uniquely identifying you (but only, for example, as a means of authenticating your identity)
 - data concerning your health
 - data concerning your criminal record (if any, for safeguarding purposes)

- 4) The information may be collected from application forms and letters, emails, written material, verbal discussions, DBS checks or information uploaded to our recruitment systems.

- 5) The information is collected and will be processed so that Ixion may:
 - comply with its legal obligations
 - maximise the effective administration and management of the human resources at its disposal
 - provide support and assistance to employees.

- 6) In particular, Ixion has the following legal bases for the processing of your personal data:
 - For non-special / non-sensitive data:
 - where it is necessary for the performance of your employment or other contract with Ixion, or to take steps to enter into such a contract
 - where it is necessary for compliance with a legal obligation (including Equality and Employment legislation)
 - where it is necessary for the purposes of Ixion's legitimate interests.
 - For special / sensitive data:
 - where it is necessary for carrying out Ixion's obligations under employment, social security or social protection law
 - where it is necessary for the purpose of assessing your working capacity
 - where it has been manifestly made public by you.

- 7) In addition to the above bases, Ixion may also process any of your personal data for other reasons where it has received your explicit, freely given consent.

- 8) The information may be shared with third parties for administration and/or management purposes, where it is necessary or desirable and lawful for Ixion to do so. However, Ixion will share only the minimum information that is necessary.

- 9) The information will not be processed outside the European Economic Area without your prior written consent.

10) The information will be retained for as long as is necessary pursuant to clauses 5 and 6 above and in accordance with clause 11 below. When the information is no longer required, it will be destroyed securely.

11) You have certain rights, which include:

- the right to obtain access to your personal data (what personal data of yours that Ixion holds)
- the right to have personal data rectified if it is inaccurate or incomplete
- the right to request the deletion or removal of personal data where we are not otherwise entitled to retain and process such data and there is no compelling reason for its continued processing
- the right to restrict or suppress the processing of your personal data, in certain circumstances. Further information is available upon request
- the right to withdraw consent at any time, where relevant
- the right to lodge a complaint with a supervisory authority (currently the Information Commissioner's Office).

If you wish to exercise any of these rights, please contact the Data Protection Officer for details of how an application may be made.