

The Promise Scotland Ltd – Staff Privacy Notice

The Promise Scotland is providing you with this Privacy Notice to comply with data protection law to ensure that you are informed and that we are transparent about how we collect and use your personal information (data).

The Promise Scotland is the 'Controller' and is responsible for looking after the personal data that you provide. Our registered address is:

The Promise Scotland
C/O Brodies LLP
Capital Square,
58 Morrison Street,
Edinburgh, EH3 8BP

For any queries or concerns about how your personal data is being processed (used) please contact dataprotection@thepromise.scot

This Privacy Notice relates to the following process:

This notice covers the processing of personal data when you are an employee or contractor of The Promise Scotland.

Categories of personal data collected: See Schedule 1

How we collect your personal data:

We collect most of your personal data from you during recruitment and throughout your employment. We ask you to keep us informed if your personal information changes. In certain circumstances we will also receive data from third parties including:

- Former employers, Recruitment agencies
- Disclosure Scotland
- GPs, Consultants, Occupational Health professionals
- HMRC
- Department of Work & Pensions

How we use your personal data:

We collect your personal data for the following purposes:

- Managing the application and recruitment processes
- Determining the terms on which you work for us
- Checking that you are legally entitled to work in the UK
- Assessing qualifications, including decisions about promotions
- Making decisions about your continued employment
- Maintaining staff records as part of HR systems
- Communicating with you about employment matters
- Maintaining statistics and archives

This list is not exhaustive but indicates the types of processing activities we undertake as part of the employment relationship. The table below provides detail about the lawful bases we use for processing your data.

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Purpose	Lawful basis
Contract management <ul style="list-style-type: none"> To manage staff contracts and facilitate changes To manage contract termination Facilitate access to workplace buildings, ICT systems and services, and work-related events Undertaking/implementing salary reviews and calculating compensation e.g. voluntary severance 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996
Payroll and pension administration <ul style="list-style-type: none"> To pay you and make relevant deductions e.g. Tax, NI, Student loan deductions To pay your expense claims To enrol you in a workplace pension To administrate and manage pension membership and deductions 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996
Leave and absence management <ul style="list-style-type: none"> To manage leave entitlements Sickness Absence management Special leave administration 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996 Special Category Data: Article 9(2)(b) Employment, social security and social protection law
Occupational health <ul style="list-style-type: none"> Providing support and services such as occupational health To make referrals to Occupational Health service To implement recommendations from Occupational Health reports To ascertain an individual's fitness to work. 	Contract: Contract of Employment Legal Obligation: Health and Safety at Work Act 1974 Special Category Data: Article 9(2)(h) Health or social care
Continuous professional development <ul style="list-style-type: none"> To manage staff induction and maintain records of training To identify education, training and development requirements Facilitate personal development discussions To maintain records of CPD To administrate and manage staff development bursaries 	Contract: Contract of Employment
Disciplinary and grievances <ul style="list-style-type: none"> To investigate complaints or suspicions that any practice or conduct does not meet the 	Contract: Contract of Employment Legal Obligation: Employment Rights Act 1996

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<p>standards of employment or professional expectations or requirements</p> <ul style="list-style-type: none"> • Gathering evidence for possible grievance or disciplinary matters • Managing legal disputes involving you, or other employees. 	<p>Special Category Data: Article 9(2)(b) Employment, social security and social protection law</p>
<p>Employee benefits</p> <ul style="list-style-type: none"> • To administer access to employee benefits 	<p>Legitimate Interests</p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • To fulfil our obligations to provide a safe working environment • To record incidents and report to RIDDOR as necessary • To manage legal disputes arising from accidents at work 	<p>Legal Obligation: Health and Safety at Work Act 1974</p>
<p>Equality monitoring and reporting</p> <ul style="list-style-type: none"> • To provide you with advice and support to you, including disability services and any reasonable adjustments • To meet our obligations to assist with monitoring equality of opportunity and eliminating unlawful discrimination 	<p>Legal Obligation: Equality Act 2010</p> <p>Special Category Data: Article 9(2)(g) Substantial public interest</p>
<p>ICT Security</p> <ul style="list-style-type: none"> • To monitor use of workplace information and communication systems to ensure compliance with our Acceptable Use Policy and ICT Policies • To ensure network and information security, including preventing unauthorised access to ICT systems and preventing malicious software distribution • To allow secure access to The Promise network and ICT systems via multi factor authentication and internal portal where staff use personal devices 	<p>Contract: Contract of Employment</p>
<p>Workplace Security and CCTV</p> <ul style="list-style-type: none"> • To provide a safer environment for staff and visitors • To protect the building and assets of The Promise Scotland, to ensure they are kept free from intrusion, vandalism, damage or disruption 	<p>Legal Obligation: Health and Safety at Work Act 1974</p>
<p>Emergencies</p> <ul style="list-style-type: none"> • To contact your emergency contacts in the event of an emergency 	<p>Vital interests</p>

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Regulatory reporting and audits <ul style="list-style-type: none">• To meet internal and external audit obligations	Legal Obligation: Financial Audit Regulations
Management planning and forecasting <ul style="list-style-type: none">• Budgeting• Workforce planning	Contract: Contract of Employment Public Task

Your personal data will be shared with the following:

- Health professionals and Occupational Health Providers
- Pension Providers
- Third party payroll providers
- Audit Scotland / Internal Auditors
- HMRC
- Our Insurers and other professional advisors
- Training providers
- Employee Benefit Providers
- Trade Unions (if you are a member)
- Contracted third parties who deliver ICT services and other software
- Other third parties as necessary to comply with the law

Failure to provide personal data

If you do not provide personal data that is required for a lawful purpose or to fulfil our contractual obligations to you, we may be prevented from complying with our legal obligations and will not be able to perform the contract that we have entered into with you. In some cases, this could have an impact on your continued employment or lead to the withdrawal of any offer of employment made.

Transfers

Personal data may be transferred out of the UK by contracted third parties where there is a lawful basis to do so.

Retention:

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, audit, or reporting requirements.

- Staff records are retained for 6 years after contract termination.

Your rights under Data Protection Law:

- The right to be informed (this is the Privacy Notice)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data.

In addition, the following rights apply only in certain circumstances:

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- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability
- The right not to be subject to automated decision-making including profiling. The processing of your personal data does not involve automated decision making.

For more information about your rights please see www.ico.org.uk

Contact us

If you have any issues about this notice or the way we have handled your personal information, please contact our Data Protection Officer in the first instance.

Email dataprotection@thepromise.scot

Complaints to Information Commissioner's Office (ICO)

If you are dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your personal data:

<https://ico.org.uk/make-a-complaint/>

Telephone helpline: 0303 123 1113

22nd May 2025

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Schedule 1: Personal data we process:

- Name and contact details
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact information
- National Insurance number
- Payroll details (tax code, deductions, bank details)
- Information about care experienced status where you choose to provide this information
- Pension scheme details
- Application and employment offer information (including references)
- Employment contract details and terms and conditions; including job title and duties, start and end dates, salary, workplace location and staff benefits information
- Information about your nationality and Proof of Right to work in the UK
- Details of periods of leave including holiday, sickness absence and other leave information (such as family leave and sabbaticals), and the reasons for the leave.
- Details of your working pattern (days of work and working hours) and attendance
- Performance information
- Training records
- Information and correspondence relating to disciplinary and grievance investigations and proceedings in which you have been involved
- Information from exit interviews
- Photograph for The Promise Scotland website
- CCTV on work premises

Special category (SC) personal data:

- Information about medical or health conditions, for example for absence reporting and monitoring, or for assessing whether you have a disability for which the organisation needs to make reasonable adjustments
- Accident records as this may contain health data or other SC data
- Absence records and reasons as this may contain health data or other SC data
- Occupational Health reports
- Information and correspondence regarding flexible working applications as this may contain health data or other SC data
- Trade Union membership, including deductions
- Criminal offence data where applicable