

STAFF PRIVACY NOTICE

1. What is the purpose of this document?

EFL Trust are committed to protecting the privacy and security of your personal information. The two organisations work together in the processing and management of employee data.

This privacy notice describes how EFL Trust process personal information about you during and after your working relationship with us, in accordance with data protection legislation.

It applies to all employees, workers, trustees and contractors.

EFL Trust are a data controller. This means that we are responsible for making decisions

4. How will this information be processed lawfully?

We will only process personal information when the law allows us to. Depending on the processing activity, we rely on the following lawful bases:

1. Article 6(1)(b), Where we

To prevent fraud.**

Monitoring Information, to allow us to assess compliance with internal policies and maintain the safety of you and/or others.***

We do not envisage that any decisions will be taken about you using automated

tools).

We may also share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business, for example to satisfy TUPE employment responsibilities. We may also need to share your personal information with a regulator, Court, dispute resolution service or to otherwise comply with the law (or to law enforcement authorities where we may be legally permitted to do so).

7. Will my information be transferred outside the UK?

We do not transfer your personal information outside the UK routinely. If we do, you can expect a similar degree of protection in respect of your personal information, and we will meet the requirement of the GDPR for international transfers. We are committed to protecting the security of your personal data.

Some organisations to which we may disclose your personal information may be situated outside of the UK. Whenever we transfer your personal data out of the UK, we take reasonable steps to ensure that your information is still properly protected by ensuring at least one of the following safeguards is implemented:

We will only transfer your personal data to countries that have been deemed to
acy

See https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en for further details.

Where we use certain service providers (e.g. if based in the US), we may use contractual provisions to ensure your information is properly protected.

Right to request correction (also known as rectification): This enables you to have any incomplete or inaccurate data about you corrected. If we cannot correct the information for technical reasons, we will append a supplementary statement to the information.

Request deletion (also known as right of erasure, or right to be forgotten): This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing: this applies where we are relying on a legitimate interest (or those of a third party) and you want to object to processing on this ground. This also applies where we are processing your personal information for direct marketing purposes (and this right is absolute in relation to direct marketing -- there are no further criteria required in this instance).

Request the restriction of processing: You can ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or reason for processing.

Request the data is transferred electronically (also known as the right to data portability): You can ask us to transfer your personal information to yourself or another data controller in a structured, commonly used, and machine-readable format, where this is technically feasible.

Right to withdraw consent: In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

Please note some of the above rights apply only in certain circumstances and/or be subject to conditions. For further information or to exercise any of these rights, please contact our Data Protection Officer.

You will not usually have to pay a fee to exercise these rights. However, we may charge a reasonable fee if your request for access iJET@0.000008889 0 596.52 842.52 reW* nBT/F1 11.52

personal information, please contact the DPO. You can e-mail your questions to dpo@efltrust.com .

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

12. Will this policy change?

We may update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

APPENDIX 1 -- Retention Schedule

Information processed for:	How long will we keep this information?
Information relating to the recruitment process, (references, application form, CV or cover letter).	6 months for unsuccessful candidates. For successful candidates this will be kept in your personnel file as retained as below.

Information relating to your employment, in order for us to perform HR processes, such as your personnel file.

