

Privacy Notice (How we use staff information)

The categories of data that we collect, hold and share:

Includes identifiers such as Name, Date of Birth, home address, email address, telephone numbers, Job title, Place of work, Bank Details, NI number and pay grade.

We will not share information about you with third parties without your consent, unless the law allows or requires us to. We are required to share some of your personal data with:

- Strictly Education (Payroll)

Why we collect and use this information

We process personal data relating to those we employ, or contract to work for, or are otherwise engaged to work for BEAT. We do this is for employment purposes, to assist in the running of BEAT and/or to enable individuals to be paid.

The lawful basis on which we use this information

Processing of your data is necessary for the performance of a contract to which you are party.

Our Retention Period

We will retain your information for the duration of time that you are employed, contracted, or otherwise engaged to work for BEAT, and it is necessary to carry out the performance of a contract to which you are party.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact: kerry.reid@beatrust.org.uk

If you believe that there is a problem with how we are handling your data, you have a right to complain to the ICO.