Privacy Notice
Staff Members

Reviewed and adopted by the Board of Trustees: 24th of September 2025
Next Review Date: Q3 2026

Published Construction Youth Trust General Privacy Notice

1. **We are committed to protecting your personal information**

Construction Youth Trust is committed to respecting and keeping safe any personal information you share with us or that we get from other agencies/organisations.

2. **Making a complaint**

If you have any feedback about how we handle your personal information, please contact the Data Protection officer (dpo@constructionyuth.org.uk) so we can investigate and address your concerns. For how to make a complaint, please see our Complaints Policy.

You also have the right to complain about how we collect and use your personal information to the UK data protection regulator, The Information Commissioner's Office (ICO).

3. **Why we use your personal information**

We will only collect and use your personal information where we have a legal basis to do so and will always respect your rights.

Where we use your information, it may be because you have consented to us doing so or because we consider we have a legitimate interest to do so. Other reasons may include using information because we have a legal obligation to do so or because we have to fulfil contractual obligations.

Examples of why we use your personal information include:

- You have accepted a job offer to work at the Trust
- To process salary payments and other actions related to your employment with the Trust

4. **What personal information we collect**

The personal information we collect about you will depend on how and why you are engaging with us. It could include (but is not limited to):

- Personal details (name, address, contact details, date of birth, references information)
- Employment history and education qualifications
- Information about your job role and responsibilities
- Information about your performance, conduct and disciplinary record
- Information relevant to your employment such as payroll, pension and benefits data, sickness and absence records, and training and development records
- Information confirming your right to work in the UK & DBS certificate.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us on the email address below.
(c) We have a legal obligation.
(f) We have a legitimate interest.

If you shared with us any sensitive information, the information you have provided will be kept by Construction Youth Trust and will be treated with the strictest of confidence. It will not be shared with a third party without your consent unless we have a statutory obligation to do so, or there are concerns for your safety which Construction Youth Trust has a duty to report to the relevant authority in order for appropriate action to be taken.

If you give us personal information about another person, we expect you to be responsible for ensuring that they know we are using their personal information in accordance with this privacy policy and we will make every effort to obtain the necessary conditions for processing that data, for example if it is in our legitimate interest.

In some cases, we may need to collect and process special category data about you, such as information about your health or criminal records. We will only process this type of data if we have a lawful basis to do so and one of the specific conditions for processing special category data as set out in Article 9 of the GDPR.

We may process special category data for the following purposes:

- To comply with our legal obligations related to employment, social security, and social protection
- To assess your fitness to work or to provide you with occupational health support
- To ensure equal opportunities in the workplace or to monitor diversity and inclusion
- To protect your vital interests or those of another person in cases of emergency
- To establish, exercise, or defend legal claims

We will always ensure that the processing of your special category data is necessary and proportionate to achieve the purposes for which it was collected. We will also ensure that appropriate safeguards are in place to protect your privacy and your rights.

If we need to process special category data about you, we will inform you of the specific lawful basis and condition for processing this type of data, as well as any additional safeguards that may be in place to protect your rights.

5. How we use your personal information

We use your personal information for the following purposes:

- To manage your employment or appointment as a trustee, including your performance, conduct, and attendance
- To administer payroll and benefits

- To comply with legal and regulatory obligations, including health and safety requirements, reporting to the Charities commission and tax reporting
- To provide training and development opportunities
- To monitor and improve the quality of our services
- To protect our legitimate interests, including the prevention and detection of fraud and other illegal activities

We may be required to share information such as your DBS registration to 3rd parties.

6. How long we keep your personal information

If you would like to know how long we will hold any specific information, then please refer to our Records Retention policy or contact our data protection officer at dpo@constructionyouth.org.uk and they will provide you with further details.

7. How we protect your personal Information

We maintain the highest standards of data privacy and security to protect your personal details and other information about you because we want you to feel completely confident about engaging with us. We regularly review our processes and procedures to protect your information from unauthorised access and use, accidental loss and/or destruction.

Sometimes we use other organisations (known as 'data processors') to process your personal information on our behalf. We don't allow them to use this information for their own purposes and they have to follow our strict instructions whilst complying with appropriate security measures. We constantly assess their security measures when we bring them on board, and we continue to monitor their compliance throughout the time we use their services.

8. Your Rights

You have the following rights in relation to your personal data under GDPR:

- The right to access your personal data
- The right to rectify any inaccurate or incomplete personal data
- The right to erasure of your personal data (also known as the "right to be forgotten")
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data
- The right to withdraw your consent (if processing is based on your consent)

If you wish to exercise any of these rights, please contact us using the details provided below.

Article 22 of the UK GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. The Trust does not carry out any automated decision-making and/or profiling on the workforce.

9. Changes to our privacy policy

We may update this policy to reflect changes in how we use your information. Any changes to our privacy policy will be posted on our website for you to review. Where appropriate, we will provide you with notice of any significant changes to how we use your information.

10. Contacting us

If you have any questions about this privacy policy and how we use your personal information, please get in touch by emailing dpo@constructionyouth.org.uk, calling our team on 020 7467 9540 or writing to us at:

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95 Horseferry Road
London
SW1P 2QS