

Northwest Kilmarnock Bowling Club GDPR Privacy Notice for Employees

What we need

Northwest Kilmarnock Bowling Club (the Club) will be a “controller “of the personal information that you provide to us as your employer.

Categories of personal data

When you enter a contract of employment with us, we will collect, store, and use the following personal information relating to you:

- contact details – name, address, email address, date of birth, etc.
- next of kin details – name, address, number, relationship, etc.
- payment details – bank account number, sort code, etc.
- details relating to education and training – degrees, qualifications, professional memberships, etc.
- experience details – previous roles, employers, references, etc.
- equality information – for example, disability, etc.
- any other personal information, for example, PVG membership, driving license, previous offences, etc.

We may ask you for additional personal information during your employment, which shall be collected, stored and used in accordance with this privacy notice.

Why we need your personal information – contractual obligations

We need to process our employees’ personal information to perform our obligations as your employer under your employment contract. We will use our employees’ personal information to:

- administer our payroll and report your earnings to HMRC
- maintain records on your performance at work, including any performance reviews and disciplinary proceedings
- any other relevant uses of employees’ basic personal data under the contract of employment

Why we need your personal information – employment law

We are under a legal obligation to process certain personal information relating to our employees for the purposes of complying with our obligations under employment law to process our employees’ personal information to comply with our obligations as an employer.

Who we share your personal information with?

General Data Protection Regulations (GDPR) Employee Privacy Notice

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include HMRC, the Health & Safety Executive and Police Scotland.

We share your information for the purposes of processing your pay with Smith and Wallace, Accountants, Kilmarnock.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

How we protect your personal information

Your personal information is stored on our electronic filing system and is accessed by our relevant committee members for the purposes set out above. Please note that your banking details are only held by our treasurer.

How long we keep your personal information

We will only keep your personal information for as long as necessary to comply with our employment law obligations and to safeguard the Club in the event of any claims, complaints, litigation, enquiries, and investigations during or following the termination of your employment. We will review and possibly delete your personal information following a period of at least 5 years after you have ceased to be employed with us.

We will keep certain personal information of employees for longer in order to confirm your identity, when you were an employee of the Club and for how long. We need to do this to comply with our employment law obligations or in the event of a claim against the Club.

Your rights

You can exercise any of the following rights by contacting our Data Protection Lead, Bob McChristie, or the Management Committee

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by the Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk