



Staff Privacy Notice

V1.0 January 2026

ELCAP are committed to protecting privacy and the security of your personal data.

This privacy notice applies to current and former staff, including employees, workers and contractors. It does not form part of any contract of employment, contract of service or contract to provide services.

We are required under data protection legislation to notify you of the information contained here.

It explains who we are, what we collect, how we collect it, how we use and store your personal data, the purpose for which it is collected, who we share it with and what rights you have in relation to our handling of personal data. It applies to all personal data we process about you. Read and retain this policy so that you understand how we use your personal data during and after your working relationship with us.

It is important that you read this policy, together with any additional privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you understand how and why we are using information and your rights. It is also important that the personal data we hold about you, or the Individual(s) You Support, is accurate and current. Please keep us informed if your personal data changes during your relationship with us, for example a new address or email address, bank account details or marital status

We may update this policy at any time. If we do, we will provide you with an updated copy, summarising the changes where relevant. We may also notify you in other ways from time to time about the processing of your personal data.

Who we are

ELCAP (referred to as "we" in this policy) is a Scottish charity (registered number SC003159) and a Scottish company limited by guarantee (company number 116745). Our registered office is at Woodbine Cottage, West Loan, Prestonpans, East Lothian, EH32 9WU.

Data protection law applies to us and we are categorised as a "data controller" of all of the personal data collected and used for the purposes described in this policy. In practice what this means is that we are responsible for deciding how we hold and use your personal data.

Information we collect will be used only in accordance with data protection laws, including the Data Protection Act 2018 ("DPA 2018"), the UK General Data Protection Regulation ("UK GDPR") together with all applicable legislation, regulations, guidance and codes of practice in force from time to time relating to the processing of personal data and the privacy of individuals in the UK (together, the "data protection laws").

We comply with data protection law, which requires that personal data about you must be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes (purpose limitation);

- relevant for the purposes we have told you about and limited to only what is necessary for those purposes (data minimisation);
- accurate and where necessary kept up to date (accuracy);
- not kept for longer than necessary (storage limitation);
- Kept securely (security, integrity and confidentiality);
- not transferred to another country without appropriate safeguards in place (transfer limitation)

When we collect your personal data, we respect your privacy and collect only information we need. We ensure personal data is retained securely until it is no longer required and then securely deleted.

Who we collect your personal data from

We collect personal data about staff, which includes employees, workers and contractors through our recruitment processes, either directly from applicants or candidates, or sometimes indirectly from third parties such as recruitment agencies, head-hunters or consultants, background check providers and referees.

We may sometimes collect additional data from third parties, including former employers, credit reference agencies and HMRC, and other background check agencies including PVG applications, renewals, SSSC registration and re-registration and Right to Work checks.

We will collect additional personal data during the course of your work for us including from The individuals we Support and suppliers.

The types of personal data we hold about you

Personal data means any information about an individual from which that person can be identified. It does not include information from which the person's identity has been removed (anonymous data).

There are certain types of personal data that reveal more sensitive personal details, such as health information or criminal convictions. Special category data and criminal offence data are treated with additional care and are addressed separately in this policy.

If any of the following information changes, let us know so that we can ensure that all the information we hold about you is accurate and up to date.

We **will** collect, store and use the following categories of **personal data** about you:

- **Identity data:** first name, last name, any previous names, marital status, title, date of birth and gender.
- **Contact data:** addresses, telephone numbers, personal email addresses and emergency contact information.
- **Family data:** dependants and next of kin
- **Recruitment data:** copies of right to work documentation, copy passport or other photo ID, copy of driving licence, copy proof of address documentation (for example, bank statement or utility bill), copy driving licence, references and information included in a CV or cover letter or as part of the application process. Please note: we will not keep a copy of your ID, but will confirm authenticity in line with safe recruitment.

- **Employment status check data:** results of HMRC employment status check and details of your interest in and connection with the intermediary through which your services are supplied.
- **Financial and tax data:** National Insurance number, bank account details, payroll records and tax status information, salary, pension and benefits information, compensation history and conflict of interest or gift declarations.
- **Employment data:** start date (and, if different, start date of continuous employment), location of employment or workplace, leaving date and reason for leaving, employment records (including contracts, photographs, job titles, work history, working hours, working arrangements (office-based, hybrid, remote), holidays and other types of leave, training records and professional memberships), performance information and disciplinary and grievance information. For the avoidance of doubt, this category includes the following data:
 - Information about your qualifications and training, and your identified background in care experience
 - SSSC details, including your registration number, conditions and reregistration date
 - Details of your mode of transport and Licence Type and details of your credentials for Business Insurance, where applicable.
- **Monitoring data:** a photograph or images of you, obtained for RTW authentication checks and personnel profile (including ID badges); also, CCTV footage, information obtained through electronic means (for example, swipe card records) and information about your use of our information and communications systems.

We **may** collect, store and use the following **special category data**:

- **Race, religion, beliefs and sexual orientation:** information about your race or ethnicity, religious or philosophical beliefs, sexual orientation and political opinions.
- **Trade union membership.**
- **Health and medical:** information about and connected with your health, any medical condition or disability or details disclosed, including:
 - Critical Information
 - sickness absence records;
 - accident at work records;
 - tailored adjustment records; and
 - correspondence with and information provided to and received from [our occupational health service and other] medical health professionals.

We **may** collect, store and use **criminal offence data** about you. This is information about criminal convictions and offences, including information relating to the alleged commission of offences, proceedings for an offence committed (or alleged to have been committed) and the disposal of those proceedings, including sentencing. For the avoidance of doubt, this category includes PVG details including membership number, issue date and revalidation date.

How we use your personal data

We will only use your personal data when the law allows us.

Most commonly, we will use your personal data in reliance on:

- **Legal obligation.** Where we need to use your personal data to comply with a legal or regulatory obligation.
- **Contract performance.** Where we need to process your personal data to perform the contract we have entered into with you.
- **Legitimate interests.** Where we need to use your personal data for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. We consider any potential impact on you and your rights when determining whether we can process your personal data for our legitimate interests. It also includes where use of personal data is necessary for
 - protecting the physical, mental or emotional well-being of a vulnerable individual or protecting that individual from physical, mental or emotional harm
 - detecting, investigating or preventing crime, or apprehending or prosecuting an offender

We do not use your personal data in situations where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Less commonly, we may need to process your personal data in emergency situations when it is in your **vital interests** or those of another person.

Generally, we do not rely on **consent** as a legal basis for processing personal data. But we will get consent in some situations, for example if sharing sensitive information about your health impacting on your work for an occupational health assessment carried out by an external service provider. You have the right to withdraw consent at any time by contacting us.

Situations in which we will use your personal information are in the table below.

Starting work

Purpose/Use	Type of data	Lawful basis
HR records: setting up your record in the HR Department	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Right to work (confirming entitlement to work in the UK)	Identity data Contact data Family data	Contract performance Legal obligation Legitimate interests

	Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Vital interests
Employment status: determining whether your engagement is deemed employment for the purposes of Chapter 10 of Part 2 of the Income Tax (Earnings and Pensions) Act 2003 and providing you with a status determination statement in accordance with the applicable provisions of that Act	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests

Managing your contractual entitlements (pay, pensions, other benefits and leave)

Purpose/Use	Type of data	Lawful basis
Pay: paying you and, where required, deducting tax and National Insurance contributions (NICs)	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Salary and compensation: making decisions in salary reviews and in relation to other forms of compensation	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests

<p>Pension enrolment: enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Pension arrangements: liaising with the trustees or managers of any pension scheme or arrangement, or your pension provider</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Benefits: providing and administering the following benefits to you including, where necessary, liaising with our benefit providers Metlife</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Annual leave: administering your annual leave entitlement and your entitlement to any other forms of leave whether provided by law or under the terms of your contract with us</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>

Managing our working relationship with you

Suite One, Ground Floor, Hercules House, Station Road, Eskmills, Musselburgh, East Lothian EH21 7PQ - www.elcap.org Tel: 01875 814 114

ELCAP is a Scottish charity (SC003159) and a company limited by guarantee (SC116745). We are registered with the Care Inspectorate.

Purpose/Use	Type of data	Lawful basis
Contract, policies and procedures: administering the contract we have entered into with you and the policies and procedures set out in our staff handbook as they apply to you from time to time	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Qualifications and skills: assessing qualifications and skills for a particular job or task, including decisions about promotions	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Education, training and development requirements	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Performance: conducting performance reviews, managing performance and determining performance requirements	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests

<p>Grievance and disciplinary: investigating and conducting proceedings in relation to grievance or disciplinary issues raised by or concerning you</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Working arrangements: making decisions about your working arrangements and your continued employment or engagement</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Termination: making arrangements for the termination of our working relationship</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>
<p>Legal disputes: dealing with any legal disputes we have with you</p>	<p>Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data</p>	<p>Contract performance Legal obligation Legitimate interests Vital interests</p>

Monitoring

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Purpose/Use	Type of data	Lawful basis
Network and information security: ensuring network and information security, including prevention of unauthorised access to our computer and electronic communications systems and prevention of malicious software distribution	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Communication systems: monitoring use of our information and communication systems to ensure compliance with our IT policies	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Physical access: monitoring and controlling access to office premises	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests

Wider workforce management

Purpose/Use	Type of data	Lawful basis
Business management and planning, including accounting and auditing	Identity data Contact data Family data Recruitment data Employment status check data	Contract performance Legal obligation Legitimate interests Vital interests

	<p>Financial and tax data</p> <p>Employment data</p> <p>Monitoring data</p>	
Reorganisations, sales, mergers and acquisitions	<p>Identity data</p> <p>Contact data</p> <p>Family data</p> <p>Recruitment data</p> <p>Employment status check data</p> <p>Financial and tax data</p> <p>Employment data</p> <p>Monitoring data</p>	<p>Contract performance</p> <p>Legal obligation</p> <p>Legitimate interests</p> <p>Vital interests</p>
Data analytics: conducting data analytics studies to review and better understand employee retention and attrition rates	<p>Identity data</p> <p>Contact data</p> <p>Family data</p> <p>Recruitment data</p> <p>Employment status check data</p> <p>Financial and tax data</p> <p>Employment data</p> <p>Monitoring data</p>	<p>Contract performance</p> <p>Legal obligation</p> <p>Legitimate interests</p> <p>Vital interests</p>
Equal opportunities monitoring	<p>Identity data</p> <p>Contact data</p> <p>Family data</p> <p>Recruitment data</p> <p>Employment status check data</p> <p>Financial and tax data</p> <p>Employment data</p> <p>Monitoring data</p>	<p>Contract performance</p> <p>Legal obligation</p> <p>Legitimate interests</p> <p>Vital interests</p>
Health and safety: compliance with health and safety obligations	<p>Identity data</p> <p>Contact data</p> <p>Family data</p> <p>Recruitment data</p> <p>Employment status check data</p> <p>Financial and tax data</p>	<p>Contract performance</p> <p>Legal obligation</p> <p>Legitimate interests</p> <p>Vital interests</p>

	Employment data Monitoring data	
Workplace incidents: dealing with workplace accidents and emergencies	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Fraud or crime prevention	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests
Legal disputes: dealing with legal disputes involving other employees, workers and contractors or clients, service users and suppliers	Identity data Contact data Family data Recruitment data Employment status check data Financial and tax data Employment data Monitoring data	Contract performance Legal obligation Legitimate interests Vital interests

How we use your special category data

We only use your special category data when, in addition to having a lawful basis that is required to process personal data (referred to previously in this policy), there is an additional ground that permits us to do so. Those additional grounds include:

- **Employment law.** When using your special category data is necessary for carrying out rights and obligations in connection with employment law.

- **Legal claims.** When using your special category data is necessary for establishing, exercising or defending legal claims.
- **Substantial public interest.** When using your special category data is necessary to undertake matters deemed to be of substantial public interest. These include equal opportunities monitoring, preventing or detecting unlawful acts, protecting the public against dishonesty, compliance with regulatory requirements in relation to unlawful acts, provision of confidential counselling and in relation to our occupational pension scheme.
- **Assessment of working capacity.** When using your special category data is necessary for the assessment of your working capacity by a health professional.
- **Vital interests (incapacity).** When using your special category data is necessary to protect your vital interests, or someone else's vital interests, in circumstances in which you may be physically or legally incapable of giving consent.

Race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions

Purpose/Use	Lawful basis	Additional ground
Equal opportunities monitoring	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest
Equalities reporting Potentially delete this as it is captured in the cells above	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest
Disciplinary and grievances issues	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest
Legal disputes	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest

Trade union membership

Purpose/Use	Lawful basis	Additional ground
Payment of trade union subscriptions	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims
Communications: with your trade union, its officials and representatives	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims
Exercise of your rights: as a trade union member or trade union representative	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims
Disciplinary and grievances issues	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims
Industrial action	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims
Legal disputes	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims

Health and medical information

Purpose/Use	Lawful basis	Additional ground
Assessment of fitness to work	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Sickness absence management	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
In relation to reasonable adjustments	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Benefit administration: to administer benefits relating to your health, medical condition or disability including contractual and statutory sick pay and permanent health insurance	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Health and safety: to ensure health and safety at work	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Well-being: to protect your physical, mental or emotional well-being or that of another person	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity

		Vital interests (incapacity)
Health-related departures: if you leave employment for health-related reasons, to make any applications for pensions or any other benefit related to your contract with us	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Ill-health pension entitlement: to determine any entitlement to an ill-health pension under a pension arrangement operated by us	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Pension entitlement: to determine any entitlement under any share plan operated by us [or any group company] where your reason for leaving is determined to be ill health, injury or disability	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Disciplinary and grievances issues	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)
Legal disputes	Contract performance Legal obligation Legitimate interests Vital interests	Employment law Legal claims Substantial public interest Assessment of working capacity Vital interests (incapacity)

How we use your criminal offence data

You will have been given information about whether any criminal records checks were required for your role when you applied to work for us. If any further checks are required, for example, due to a change in the law or a change in your role, we will advise you.

We only use your criminal offence data when, in addition to one of the grounds that is required to process personal data (referred to previously in this policy), there is a further ground that permits us to do so. The further grounds on which we may make use of criminal offence data include:

- **Employment.** When processing criminal offence data is necessary to perform or exercise obligations or rights which are imposed or conferred by law either on us or on you in connection with employment.
- **Legal rights.** When processing criminal offence data is necessary for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), for the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights.
- **Deemed substantial public interest.** When processing criminal offence data is deemed to be of substantial public interest because it concerns preventing or detecting unlawful acts[[,] [or] protecting the public against dishonesty [or because it concerns compliance with regulatory requirements in relation to unlawful acts]].

Purpose/Use	Lawful basis	Additional ground
Necessary for your role	Contract performance Legal obligation Legitimate interests Vital interests	Employment Legal rights Deemed substantial public interest
Criminal offences during employment: where criminal offence data is brought to our attention during the course of your work for us (for example, if you are charged with a criminal offence) whether relating to events at or outside work	Contract performance Legal obligation Legitimate interests Vital interests	Employment Legal rights Deemed substantial public interest
Disciplinary and grievances issues	Contract performance Legal obligation Legitimate interests Vital interests	Employment Legal rights Deemed substantial public interest
Legal disputes	Contract performance Legal obligation Legitimate interests Vital interests	Employment Legal rights Deemed substantial public interest

Automated decision-making

Automated decision-making is the process of making decisions by automated means without any human involvement.

We do not make decisions about you based solely on automated processing that would have legal, or similarly significant, effects for you. We will notify you if this position changes.

Data sharing

In certain circumstances, we need to share your personal data with other third parties, including partners and service providers.

Any disclosures or data sharing will be done in accordance with the law or relevant contractual arrangements. All other third parties are required to take appropriate security measures to protect your personal data. We only permit them to process your personal data for specified purposes and in accordance with our instructions. They are not allowed to use your personal data for their own purposes.

We will share your personal data with service providers (including contractors and designated agents) who carry out the following functions:

- payroll, currently Royal Bank of Scotland;
- pension administration, currently including NOW Pensions and Lothian Pension Fund;
- benefits provision and administration, such as MetLife;
- IT security and IT services, currently Mother Technologies Ltd;
- providers of technologies and software used for performance of work duties, for example Access, who provide the Access Care Planning Application.

We may need to share your personal data with other third parties as part of any merger, acquisition, sale or restructure of our business.

We may need to share your personal information with a regulator to comply with the law. This may include making returns to HMRC and disclosures to shareholders such as remuneration reporting requirements.

Cross-border data transfers

We will not transfer your personal information outside the UK.

Where providers carry out certain functions on our behalf, this may involve transferring personal data outside the UK but only to countries which have laws that do not provide the same level of data protection as the UK law. We ensure a similar degree of protection is afforded to it by ensuring transfer is only to countries that have been deemed by the UK government to provide an adequate level of protection for personal data, or alternatively where specific standard contractual terms approved for use by the government are in place, which give the transferred personal data the equivalent protection as it has in the UK.

Data security

We have implemented appropriate security measures to protect your personal information against accidental loss and unauthorised access, use, alteration or disclosure.

We impose controls for access to employee data based on business requirements and in accordance with the relevant lawful bases for processing. Any party with access rights will only process your personal information in accordance with applicable data security policies and procedures, relevant employee obligations or third party contractual terms.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will only retain your personal information in accordance with applicable laws, regulatory requirements or for as long as necessary to fulfil the purposes for which we collected it, as set out in our Data Retention Policy. This is in line with guidance from regulatory bodies (Care Inspectorate / SSSC).

In some circumstances, you can ask us to delete your personal information. This is considered in the next section.

Once you are no longer an employee, worker or contractor of the company, we will retain and securely destroy your personal information in accordance with our Data Retention Policy and any applicable legal requirements.

Your rights in relation to your personal information

You have the following rights under data protection laws:

- **Request access** to your personal information (commonly known as making a data subject access request). We will provide you with copies of your personal information and other information, such as where we got the information from and who we have shared it with.
- **Request rectification** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

If you want to exercise these rights, the HR Department.

No fee usually required

Ordinarily you will not have to pay a fee to exercise any of these rights. However, we may charge a reasonable fee if your request is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request.

Questions or complaints

You have the right to make a complaint about anything regarding the processing, storage, retention of your data. To do so, email enquiries@elcap.org or telephone 01875 814114 and we will respond within 30 days of receipt.

Information about your right to lodge a complaint with the UK Information Commissioner (ICO) in respect of our processing of your personal data can be found on their website at www.ico.org.uk

OPTIONAL: Acknowledgement of receipt

I, _____ (employee/worker/contractor name), acknowledge that on _____ (date), I received a copy of ELCAPS privacy notice for employees, workers and contractors and that I have read and understood it.

Signature

.....

Name

.....