



Fair Processing Notice

(How we use employee information)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

1. NB Housing is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the [Data Protection Act of 1998] and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number ZA143087 and we are the data controller of any personal data that you provide to us.

Our central point of contact is:

Caroline Keenan-Jackson

Director of Housing and Corporate Services

Gatelodge, 8 Flax Street, Belfast BT147EQ

Tel: 028 90 592 110 Email: info@nb-housing.org

2. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service):

- (a) Name
- (b) Date of Birth
- (c) Address
- (d) Telephone Number
- (e) E-mail address
- (f) NI number
- (g) Personal characteristics such as gender and ethnic group
- (h) Qualifications
- (i) Absence information
- (j) ID Verification
- (k) Monitoring Information
- (l) Health information

We collect and use the above information and personal data for:

- a. Administration of contracts of employment
- b. Payment of salaries
- c. Recruitment and selection
- d. Pensions and associated benefits, appraisal, training and development
- e. Membership of professional bodies

3. We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To process your monthly salary payments;
- To allow your pension provider to process pensions information and handle your pension; (delete if not applicable)
- To allow your electronic payslips to be produced and issued to you
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.
- To assess fitness for work
- To assess suitability for work
- Management of contracts of employment

4. Your information will only be stored within the UK and EEA
5. When you give us information we take steps to make sure that your personal information is kept secure and safe. We have provided a link to access this information [COR-03 Data Protection & Retention Reviewed April 2018.pdf](#)
6. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our Privacy policy.

7. You have the right at any time to:
 - Ask for a copy of the information about you held by us in our records; and
 - Require us to correct any inaccuracies in your information
8. 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 or wish to exercise any of your above rights, please contact the Director of Housing and Corporate Services on 028 90 592 110 or email caroline.keenan-jackson@nb-housing.org
9. You have the right to complain to the Information Commissioner's Office in relation to our use of your information.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details