

At Severn Hospice we are committed to respecting and protecting your privacy. This policy is concerned with how we collect information, what we do with it and what controls you have.

We may change this document from time to time so please check this page occasionally to ensure you're happy with any changes.

Any questions regarding this policy and our privacy practices should be sent by email to [privacy@severnhospice.org.uk](mailto:privacy@severnhospice.org.uk) or by writing to Information Governance, Severn Hospice, Bicton Heath, SY3 8HS. Alternatively, you can telephone 01952 221378 and ask for our Information Governance Lead.

### 1. Who we are?

We're Severn Hospice, a charity providing care and support to people in Shropshire, Telford and Mid Wales who are living with an incurable illness.

In this policy references to 'Severn Hospice' or to 'we', 'our' or 'us' are to Severn Hospice a registered (charity no. 512394) and a company limited by guarantee (company no. 1608025). Severn Hospice's registered office is Bicton Heath, Shrewsbury, SY3 8HS. These references also include our charitable trading companies Severn Promotions Company Limited (registered company number 2973920) and Hospice Projects Limited (registered company number 2229635) –wholly owned subsidiaries of Severn Hospice which trade only to raise funds for their parent company, Severn Hospice.

### 2. How we collect information

We collect your information in a number of ways.

#### Information you give us

- You may give us information **via a website/intranet** when; applying for a role at Severn Hospice, when completing recruitment paperwork and checks and as part of your on-going employment with us.
- You may give us information when **completing a paper-based form** when; applying for a role at Severn Hospice, when completing recruitment paperwork and checks and as part of your on-going employment with us.

#### Information we receive from other sources

- We may ask for references.
- We receive information from **HMRC** about tax codes, National Insurance and tax payments.
- We may receive information from the **local authority** concerning Council Tax payments.
- Occupational Health Reports

### **3. What information we collect**

Severn Hospice is what's known as the 'controller' of the personal information you provide to us. We will usually collect basic personal data about you such as:

- Name
- Postal address
- Telephone number
- Email address
- Bank details
- Date of birth/Age
- Diversity Monitoring
- Medical conditions (where appropriate)
- Emergency contact details of a friend/relative
- Previous employment details

### **4. How we use the information we collect**

We may use information held about you in the following ways:

- For administration purposes (to manage and fulfill the contract with Severn Hospice).
- For holding records that we are legally required to keep, for example National Insurance, Gender Pay Gap reporting or HMRC requirements
- To contact your next of kin in case of emergency.
- To keep your information up to date and accurate.

### **5. Will you be contacted for marketing purposes?**

Whilst we may send marketing materials to your corporate email account, we will not use the personal data stored in our HR/Payroll databases for direct marketing purposes.

Please note, if you interact with the Hospice as a supporter, you may receive marketing information via that channel.

### **6. Sharing your information**

We will treat your information with the utmost care and will **never** sell or rent your personal information to other organizations.

### **7. How we keep your data safe and who has access to it**

All data collected is stored in encrypted and safe locations, with access restricted to only those who need it.

All our security is regularly tested and audited to make sure that your data is safe and secure. If you have questions about our security, please email [security@severnospice.org.uk](mailto:security@severnospice.org.uk) or call 01952 221378.

## 8. How long do we keep your information for?

We will hold your personal information on our systems for as long as is necessary and in accordance with applicable legal requirements and tax and accounting rules. Where your information is no longer required we will ensure it is disposed of securely.

Please see the table below to see how long we will keep your personal information for:

| Length of time we will keep your data | Category of personal information we hold   |
|---------------------------------------|--|
| 6 years                               | Employee records, covering contracts, references, all data collected. This will be summarized 6 years after the end of your employment |
| Employees 75 <sup>th</sup> Birthday   | Summary record is deleted.   |

## 9. How to contact us

If you would like to talk through anything in our privacy policy, find out more about your rights or obtain a copy of the information we hold about you, please contact us using the details below. If you want to complain about how we have handled your personal data, please get in touch with us by;

Email at [complaints@severnospice.org.uk](mailto:complaints@severnospice.org.uk)

Or you can **write** to us, please address your envelope to: **FAO HR Officer, Severn Hospice, Bicton Heath, Shrewsbury, SY3 8HS**

Please include your name, address, reference number given on any correspondence if possible and a contact telephone number in your email or letter so that we can get back in touch with you easily.

Or you can **call** us on 01952 236565 please ask to speak to HR, our phone lines are open Monday to Thursday from 8.45am to 5pm, Friday 9am to 4pm. Outside of these hours you can leave a message and contact number and someone will return your call on the next working day.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our contact details:

Post: Information Governance, Severn Hospice, Bicton Heath, SY3 8HS  
Email: [privacy@severnospice.co.uk](mailto:privacy@severnospice.co.uk)  
Telephone: 01952 221378

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