



Chiltern Rangers CIC Data Protection Policy



This statement sets out the Chiltern Rangers CIC (the Company) policy about the recording and use of both personal data (information held about employees and Key volunteers such as: address, age, gender, ethnic origin, experience, qualifications, training & development) and personnel data (collective information about the people employed) by the Company.

The General Data Protection Regulations came into force in May 2018. In line with the requirements of the Regulations, the Company states its commitment to the following principles:

The Company will seek to ensure that information kept about employees electronically and on paper file is accurate, valid and relevant. Data will only be collected and maintained about employees & Volunteer wardens, which meets legal and legitimate business purposes and complies with statutory requirements (for example the development and monitoring of policies and for statutory returns).

Personnel data will only be disclosed to third parties where consent has been given; to provide third party services such as Payroll; or such disclosure is justified by statute. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Documents will be retained in accordance with the following guidelines:

Documentation	Minimum Retention Period
Unsuccessful job application forms	1 year
References for job applications	7 years after end of appointment
Leavers records	6 months (hard copy), 10 years (electronic)
Training Records (H&S)	10 years
Payroll (including Statutory Benefits and Sickness Records)	6 years
Assessments under Health & Safety Regulations	Permanent

References for recruitment will not be used for any other purposes than the application of the role. If the candidate is successful this form will be kept securely until 7 years after he/she has left Chiltern Rangers when it will be destroyed. If the candidate is unsuccessful or does not accept the role, this form will be destroyed within one month after the appointment has been made. References will be kept in a secure locked cabinet until they are destroyed.

The company will process personal data in accordance with the rights of the data subject. In this regard, employees may request access to their personal file and information held about them electronically. To receive a copy of the data please complete the **Subject Access Request form** available from the Data Protection Lead Officer at Kingsmead Depot, 60 Fennels Road, High Wycombe, Buckinghamshire. HP11 1SL; by emailing info@chilternrangers.co.uk or by phoning on 01494 474486.

The Data Protection Lead Officer will contact the employee about their request within 7 working days and will satisfy a valid request within 21 days. Inaccurate data will be corrected or erased upon the request of any data subject. Appropriate safeguards will be built into the collection, storage, processing and utilisation of personnel data.

Exemptions

Medical records but only applies if disclosure to the data subject will cause harm or distress. DBS disclosures are exempted and the Company will not disclose such information unless the provider has given consent.