

Privacy Notice - for Staff or Volunteers

Registered name: Normandy Community Therapy Garden

1. Introduction

1.1. We are the controller of your personal data. For more information on controllers and their responsibilities please see our guidance on [data protection principles, definitions, and key terms](#).

1.2. This privacy notice tells you what to expect us to do with your personal information when you work for us.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [How to complain](#)

2. Contact details

Telephone: 01483 813846

Email: stephen.jones@thetherapygarden.org

3. What information we collect and use, and why

Staff recruitment, administration and management

3.1. We collect or use the following personal information as part of staff recruitment, administration and management:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Next of kin or emergency contact details
- Details of any criminal convictions (eg DBS checks)
- Training history and development needs

3.2. We also collect or use the following special category information for staff recruitment, administration and management. This information is subject to additional protection due to its sensitive nature:

- Health information

Salaries and pensions

3.3. We collect or use the following personal information as part of managing salaries and pensions:

- Job role and employment contract (eg start and leave dates, salary, changes to employment contract or working patterns)
- Leave (eg sick leave, holidays or special leave)
- Pension details
- Bank account details
- Payroll records

Staff health and wellbeing

3.4. We collect or use the following personal information for managing staff health and wellbeing:

- General health and wellbeing information
- Accident at work records

3.5. We also collect or use the following special category information for managing staff health and wellbeing. This information is subject to additional protection due to its sensitive nature:

- Health information

4. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

5. Our lawful bases for the collection and use of your data

5.1. Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We need to be able to contact volunteers so need their email and phone number.
 - We need to carry out DBS checks so need their address.
 - We keep information on people’s relevant health conditions including allergies so that we can help them avoid situations that contribute to their health challenge and aid them in an emergency eg asthma.
 - We keep information on their age for the purposes of DBS checks

5.2. For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

5.3. Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

5.4. Our lawful bases for collecting or using personal information as part of **managing staff health and wellbeing** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We need to be able to contact volunteers so need their email and phone number.
 - We need to carry out DBS checks so need their address.

- We keep information on people's relevant health conditions including allergies so that we can help them avoid situations that contribute to their health challenge and aid them in an emergency eg asthma.
- We keep information on their age for the purposes of DBS checks

5.5. For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

6. Where we get personal information from

6.1. We collect your information from the following places:

- Directly from you
- Employment agency

7. How long we keep information

7.1. We keep information for up to 6 years after a volunteer leaves.

7.2. For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

8. How to complain

8.1. If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

8.2. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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