

Privacy Notice for PBNI staff

Probation Board for Northern Ireland (PBNI)
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Introduction

PBNI takes extremely seriously its obligations under data protection law to store and share your personal information securely and in line with legislation and our lawful purposes.

We hold personal information (both electronic and manual) about you if you are a Board Member, or have been employed in any capacity by the Probation Board. This includes temporary staff, agency staff, seconded staff, students or other individuals associated with the provision of the Board's Services.

Why we process personal information

We collect and process personal information in order to comply with your contract of employment and pension requirements as well as our legal obligations including statutory equality legislation. We also collect and process personal information for the performance of tasks carried out in the public interest or in the exercise of official authority. On some occasions, such as your participation in voluntary schemes, we rely on your consent to process your personal information.

We collect and process personal information to enable us to:

- support and manage staff;
- pay our staff and supply information to our pension provider;
- ensure staff/Board members are suitably trained, skilled and resourced;
- make reasonable adjustments in order to comply with its responsibilities under the Disability Discrimination legislation;
- provide information for reports;
- examine the impact of recruitment and employment policies and processes on different categories of staff; and
- comply with our statutory obligations under Fair Employment legislation.

We may also process personal information for the purposes of detection and investigation of suspected or actual fraud, loss or crime, staff monitoring and as required by other legislation.

We will only collect and hold the appropriate amount of personal data necessary in order to provide and manage our services.

What information will PBNI hold about you?

In order to fulfil its legal and contractual obligations PBNI holds certain personal information in both paper and electronic format on staff members. This includes:

- Your name
- Address
- Work email and contact information
- Personal Contact details
- Next of Kin
- Bank account details
- National Insurance Number
- Your training record
- A record of absences including information regarding sickness absence.
- Health information or other difficulties you may have requiring adjustment
- Health & Safety information
- Pension details
- Salary details
- Expenses claimed
- Any information regarding disciplinary action taken in PBNI.
- A record and details of complaints made by staff and against staff
- Car insurance details
- Educational qualifications
- Professional qualifications
- Equality monitoring
- Career history
- Workplace adjustments
- Security/vetting information

This may include sensitive personal information, for example, information concerning racial or ethnic origin, physical or mental health or condition, criminal convictions, religious belief.

Much of the information that PBNI holds has come from you and your managers, for example during your recruitment you supplied personal information that has been recorded on our HR system and over the years this information has been added to for example details of health issues and workplace adjustments or information about your career history and training records.

Access to staff personal information held on PBNI IT Systems is restricted to those staff who have been authorised and who require access to it to administer their employee contract. It is also restricted on a similar basis to suppliers and their staff who maintain the system.

More generally, all information held on PBNI systems belongs to PBNI. Staff should have no expectation of privacy for any personal information they choose to save on PBNI systems in their personal files or email systems. Any such records can be monitored as detailed in PBNI's Monitoring at Work Procedures

Who may your information be shared with?

That information may be shared with:

- Staff in PBNI who need that information including senior managers and staff in the Finance, HR and IT units.
- Your line manager
- Occupational Health providers
- AccountNI
- Internal Auditors or NI Audit Office
- Health and Social Services
- Organisations to whom Payroll Deductions are paid over for example HMRC, NILGOSC, trade unions, and sports associations.
- In some cases, information may also be shared with regulatory bodies including Northern Ireland Social Care Council and The Northern Ireland Public Services Ombudsman, Health and Safety Executive.
- Training providers, and partners, Universities for training purposes and Bodies such as The Degree Partnership or the Health Trusts for administration of staff and student training.
- Travel agents for travel to and from training
- PSNI – in relation to our legal responsibilities
- Crown Solicitors Office where legal advice is required
- Contractors for example the Orbis lone working device receive work contact details

Sharing information may be necessary, for example, for pension purposes, in respect of conduct hearings/investigations, to assist in the prevention and detection of fraud or job application reference requests. Managers under PBNI sick absence procedure will need to review your pattern of attendance over a number of years to decide if an attendance warning is appropriate. We may also use anonymous information for research and evaluation purposes to help maintain and improve our service. Should it be necessary, for example, to assist in the investigation or prevention of a crime, a staff member's personal information may be shared with the Police Service.

What rights do I have?

You have a series of rights around access to your personal information. Those rights are also subject to certain limits where, for example, sharing the information would obstruct a criminal process, investigation or sentence, or cause a public threat or danger. Subject to those conditions, you have a right:

- to obtain confirmation that your personal information is being processed, and have access to it;
- to have your personal information rectified if it is inaccurate or incomplete;
- to have your personal information erased and to prevent processing, in specific circumstances;

- to object to processing, halt or suspend the processing of your personal information while it is being checked; and
- In specific and limited circumstances, a right to “data portability”
- which means a right to receive or transfer personal information in a machine-readable, safe and secure way.

Retaining and holding your information

We will only retain your information for as long as necessary and for the purposes we have described. Anything factually incorrect in your personal information will be amended.

All staff registered with PBNI’s Employee Self Service (ESS) can access their own personal information held on our Human Resources system and can update and change incorrect information, for example, if you change address.

Your information will be held in line with our Retention and Disposal Schedule which is available on our website at www.pbni.org.uk. It will be retained securely and confidentially on our electronic case management system and in paper records.

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Data Protection Officer by telephone on 028 9052 2522 or by email at DPO@pbni.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

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

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>