



## Archway Foundation Staff and Volunteer Privacy Notice

This privacy notice applies if you are a member of Staff or a Volunteer (including a Trustee) and tells you what to expect us to do with your personal information when you work for us:

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### Contact details

#### Post

The Archway Foundation, St. Clement's Centre, Cross Street, OXFORD, OX4 1DA, GB

#### Telephone

01865 790552

#### Email

[office@archwayfoundation.org.uk](mailto:office@archwayfoundation.org.uk)

### What information we collect and use, and why

#### Staff and volunteer recruitment, administration and management

We may collect or use the following personal information as part of **staff and volunteer recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number (Staff and Trustees only)
- Gender
- Photographs and videos (e.g. staff and volunteer ID card, events)
- Copies of passports or other photo ID

- Copies of proof of address documents (e.g. bank statements or bills)
- Next of kin or emergency contact details, including the relationship the emergency contact has with you
- Employment history for staff and Trustees (e.g. job application, employment references or secondary employment)
- Education history for staff and Trustees (eg qualifications)
- Relevant history of volunteering and employment for volunteers
- Right to work information-staff only
- Details of any criminal convictions (e.g. DBS checks)
- Political, conflict of interest or gift declarations-Staff and Trustee only
- Performance records (e.g. reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs

We also collect the following information for **staff and volunteer recruitment, administration and management:**

- Racial or ethnic origin
- Health information
- Sexual orientation information

## Salaries and pensions

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

- Job role and employment contract (e.g. start and leave dates, salary, changes to employment contract or working patterns)
- Time spent working Expense, overtime or other payments claimed
- Leave (eg sick leave, holidays or special leave)
- Maternity, paternity, shared parental and adoption leave and pay
- Pension details
- Bank account details (we use these also for volunteer expenses)
- Payroll records
- Tax status
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## Staff and volunteer health and wellbeing

We collect or use the following personal information for **managing staff and volunteer health and wellbeing:**

- General health and wellbeing information

- Sick leave forms or fit notes (eg Statement of Fitness for Work from a GP or hospital)-staff only
- Accident at work records
- Access needs or reasonable adjustments
- Protected Characteristics (as defined by the Equality Act and s.75 of the Northern Ireland Act for the purpose of equal opportunities monitoring)
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We also collect the following information for **managing staff and volunteer health and wellbeing**:

- Health information

## 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 in brief set out 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. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **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. [You can read more about this right here.](#)

- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here](#).

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.

## Our lawful bases for the collection and use of your data

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

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- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- 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:
  - Staff and volunteer application details, including references.  
Processing this information is in the interests of Archway, to assess the suitability of the staff/volunteer for Archway and as a record during the staff/volunteer's service in case of changes/ complaints.
  - Staff/volunteer contact details are provided and the name is provided to Archway Friends who may be in contact with the staff/volunteer.  
Processing this information is in the interests of Archway, so that the staff/volunteer can be contacted, and of the Friends so that they know the name of staff/volunteers they interact with.
  - Staff/volunteer records are collected, including training attended, queries and complaints. Processing is in the interests of Archway and of the staff/volunteer, to offer the best staff/volunteering experience and to ensure that the staff/volunteer is continuing to meet Archway's needs.
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Our lawful bases for collecting or using personal information as part of **managing salaries and pensions** are:

- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- 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.

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

- 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.

## Where we get personal information from

We collect your information from the following places:

- Directly from you
- Referees (external or internal)
- Occupational Health and other health providers
- Pension administrators or government departments (eg HMRC and DWP)

## How long we keep information

Record Type	Retention Period
<b>Employment contracts &amp; HR files</b>	6 years after employment ends
<b>Volunteer agreements &amp; records</b>	6 years after volunteering ends
<b>Payroll, tax &amp; pension records</b>	6 years minimum
<b>Recruitment records (unsuccessful applicants)</b>	Up to 24 months
<b>Training records</b>	6 years after employment/volunteering ends
<b>Health &amp; safety records</b>	40 years (for exposure-related risks)
<b>Accident/incident reports</b>	3 years (adults) / until age 25 (children)
<b>References provided by staff/volunteers</b>	1 year
<b>Financial records linked to staff/volunteers (expenses, reimbursements)</b>	6 years

Data deletion will take place once a year and all data that has exceeded its retention period since the last data deletion exercise will then be deleted.

## Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC
- External auditors
- Suppliers and service providers, e.g. payroll provider, pension provider, bank
- Professional consultants

## Data processors

We use the following data processors for the following reasons:

### **Lamplight**

This is our client record management system, which allows us to securely store confidential information.

### **Office 365**

We use Office 365 to develop and store documents, send emails and communicate internally.

### **Wix**

This is our secure web platform provider. We use electronic application forms containing sensitive information (e.g. application forms) via our website.

### **Mailchimp**

This data processor does the following activities for us: Provide mail distribution system

### **Cantium**

This organisation processes our Disclosure and Barring Service

## Sharing information outside of the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please contact us using the contact information provided above.

**Organisation name:** Mailchimp

**Category of recipient:** Email storage

**Country the personal information is sent to:** USA

**How the transfer complies with UK data protection law:** The country or sector has a UK data bridge (also known as Adequacy Regulations).

## How to complain

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.

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>

## Last updated

20<sup>th</sup> November 2025