



Privacy Notice for Employees, Workers and Contractors

The controller is Barnsley Football Club 2002 Ltd (Barnsley FC) and we are committed to complying with the UK's data protection law and the EU General Data Protection Regulation (GDPR) for the protection of personal data, as well as the principles of data security in the configuration of our services. We can be contacted at our registered Main Office, Grove Street, Barnsley S71 1ET. We do not employ a data protection officer, but any data protection queries or requests can be sent to the_reds@barnsleyfc.co.uk

The purpose for processing your personal information is because you are an employee of Barnsley FC and we need to process certain aspects of your personal data in order to carry out our day to day tasks and to allow you to carry out your day to day tasks also.

We will collect, store and use elements of your personal data. The lawful basis for processing of this personal data is known as contractual basis.

When working for us you will usually need to disclose the following:

- title
- first name(s) & surname
- address (street, street number, postal code, city and country/region)
- email address (we will also provide you a business email address which we will process information from)
- telephone and mobile number
- bank details (account number, account holder and card number)
- HMRC starter checklist
- photo ID, to enable us to complete right to work checks
- emergency contact details

We will also monitor, record, store and use any telephone calls, email or other electronic communications with you for training purposes so that we can check any instructions given to us and to improve the quality of our customer service. We will process this information under the lawful basis of legitimate interest of the organisation, to ensure we continue to offer the best possible service to our customers.

Due to the nature of the activities we are involved in, it may be necessary for us to complete a Disclosure and Barring Service check (DBS check) on you prior to you starting work with us, and periodically thereafter. Processing information which may contain criminal conviction data is classed as a special category of information. We will process this information under the lawful basis of legitimate interests of the organisation and also to satisfy Article 9 of the GDPR, which relates to why we are processing this type of data by using exception 9(2b) 'processing is necessary to carry out the obligations and exercising the specific rights of the data controller in the field of employment.'

As part of our normal 'return to work' process, we would request that you provide us with a 'fit note' from your GP. We would normally store a copy of these on your personal file. As this is a special category of information, we have to process this information under the lawful basis of 'explicit consent provided by the data subject.' As this is the case, you will be asked to provide consent separately to this privacy notice to this specific type of processing.

We will send your personal information to the following categories of recipients

- Banking organisations to enable money to be transferred to your account
- Our IT service provider whilst resolving any IT related issues
- Our benefits providers, such as pensions providers who will process certain aspects of your information to manage your account with them
- Organisations to check your previous criminal convictions as part of our screening process
- Educational or any football-related education providers who you may be working with, in order to provide the services we offer

- The Football Association and other relevant football authorities

We do not transfer personal data outside the European Economic Area (unless you have consented; it is necessary to provide the services you have requested; or it is otherwise required or permitted by law).

Where possible, Barnsley FC will take steps to erase any personal data that is no longer necessary for the purposes for which it is collected or otherwise processed, or if you have withdrawn consent for its processing and retention. As a general rule, if you currently have a contract or intend to enter into a contract with Barnsley FC, we will store the data for a period of seven years after the contract ends, for compliance with our general legal obligations and for the exercise or defence of any legal claims.

Under the GDPR, you have the right to 'block' or request the deletion or removal of personal data to prevent further processing. This right to erasure is also known as 'the right to be forgotten.' Specific circumstances in which you can request the deletion or removal of personal data include:

- Where the personal data is no longer necessary for the purposes for which it is collected or otherwise processed
- Where you withdraw consent
- When you object to the processing and there is no overriding legitimate interest for continuing the processing
- Where the personal data was unlawfully processed (i.e. otherwise in breach of the GDPR)
- Where the personal data has to be erased in order to comply with a legal obligation
- In case a deletion is not possible due to legal, statutory or contractual retention periods, or if it requires disproportionate efforts or prejudices your legitimate interests, the data will be blocked instead of deleted.

You also have the right to see what personal information we are processing. This can be requested by emailing us at thereds@barnsleyfc.co.uk. There will be no charge for this service. If, however, you log multiple requests, then there may be nominal charge which we will request to cover the administration of these requests.

You may also request from us a copy of the personal data which has been processed through automated means. This will be provided in a structured, commonly used, and machine-readable format (where technically feasible) which you may then transmit to another controller. You have the right to request us to send this to another controller on your behalf, but only if this is technically feasible for us to do so.

You have the right to withdraw your consent for us to collect, process and store your data at any time. If you wish to withdraw your consent, please confirm this in writing to our compliance team by emailing thereds@barnsleyfc.co.uk

If you have a complaint about any aspect of data protection or if you feel your privacy has been breached by us, we would like to hear from you. To help us investigate and resolve your concerns as quickly as possible, please contact our compliance team by emailing thereds@barnsleyfc.co.uk

If you are unhappy with the final response you have received from Barnsley FC, you have the right to complain to the supervisory authority, the Information Commissioner's Office (ICO). You can call the ICO on 0303 123 1113 or by visiting their website: <https://ico.org.uk/>.

You will be required to provide personal data, and this is a requirement to enter in to contract. You are obliged to provide this data. Failure to provide this personal data may mean we will be unable to execute the contract and could result in termination of our services.

If at any time we intend to further process your personal data for a reason not originally communicated, we shall provide you, prior to that processing taking place, all relevant information on the additional processing as required by the regulation.

If you have any questions about this Privacy Notice, please contact Jean Hall, HR Manager.

I, _____ (employee/worker/contractor name), acknowledge that on
_____ (date), I received a copy of Barnsley FC Privacy Notice for employees, workers and
contractors and that I have read and understood it.

Signature

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Name

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