

SHEFFIELD UNITED'S PRIVACY PROMISE

Keeping your personal data safe and secure

SUFC are committed to making sure the privacy of our Employees is always upheld.

We believe that being open and honest with how we use your personal data is important, so we have created our **Privacy Promise**, a quick and simple summary explaining how we manage, share and look after your personal data. After that you will find more information about the personal data we collect about you, what we use them for and your rights. If you would like to see our full Privacy Policy, you can find this below.

If you have any questions about how we use your personal data, please contact the Head of HR.

SUFC Privacy Promise

We promise to collect, process, store and share your personal data safely and securely, by ensuring that:

- a) We always respect your privacy during and after your employment at SUFC.
- b) We will be open and honest about personal data about you that we receive and how we use that data.
- c) We will protect the data that is provided to us using proper security measures and controls. We'll also ensure that other businesses we work with are just as careful with your personal data when it is shared with them.
- d) When we use your personal data, we will use it to uphold your rights, to improve your employment at SUFC and to continue to improve as an organisation.

What personal data do we collect?

During the course of your employment with SUFC there is certain information we must collect because we are legally obliged to do so. This information includes:

- a) A New Starter Form.
- b) A Copy of your contract and job description.
- c) Any medical information which we may need to make reasonable adjustments for.
- d) A copy of your passport or other ID showing your right to work in the UK.
- e) Tax status, payroll details and pension details.
- f) DBS and other Safeguarding requirements

There is further information that we collect because you have a contract of employment with you, this information includes:

- a) Any absences from work for holidays, sickness, disability or other reasonable reasons.

- b) Any recruitment information such as your CV or application
- c) Information relating to your performance, conduct and employment experience such as appraisals, disciplinary or grievance documents.
- d) Any benefits you receive as an SUFC employee.
- e) Any qualifications or professional standards you may have attained.

There is information we collect because we have a legitimate reason to do so, this includes:

- f) Next of Kin information, for use only in an emergency.
- g) CCTV and Key Fob access.
- h) How you use and navigate our IT systems and Third Party Applications.
- i) Equal Opportunities reporting.

The information collected above includes some 'special category personal data' about you. This information is deemed as being more sensitive by its nature and includes:

- a) Race, religion and ethnicity.
- b) Trade Union Membership.
- c) Information about your physical or mental health.
- d) Information about criminal convictions and offences.

Why we collect these personal data and how long we will keep it for?

We collect the above personal data from you because we have a legal or contractual reason to do so or because we have a legitimate interest to ensure your safety and security at work, to protect our internal IT systems and to ensure everyone, regardless of their background, is given a fair opportunity to succeed at Sheffield United.

Our collection of this information will help to ensure your employment with Sheffield United is safe and enjoyable for all.

We will keep the information we collect for the whole time you are an employee at SUFC. When you leave your employment, we will retain this information for a period:

Income tax and National Insurance records and correspondence	Up to 6 years
Medical information, reports related to health and safety, advice concerning reasonable adjustments and similar	At least 40 years and in some cases, 50 years
Information collected while the employee is a	Until that individual is 21 or longer if that young person remains an employee after

child or young person	the age of 21.
Payroll and wage records	At least 6 years
Health and safety assessments	75 years
HR files including a range of personal data about pay, performance, conduct and absence information	At least 6 years.

Should you not wish to provide your personal data for any reason, please let us know. Not providing certain personal data may impact our ability to offer you employment, uphold our contract or ensure your safety and security and that of other staff.

Who do we share your personal data with?

On occasion, and in specific circumstances, we must share your personal data with other organisations. Those organisations include our providers for pensions, private health insurance and external HR support, apprenticeship providers, local universities, UK Immigration and Visas, Counter Terrorism Security Advisers, and the National Counter Terrorism Security Office, the PFA, EFL, LFE, HMRC and the DWP.

Other third parties such as our Auditors and Professional Service providers may also have temporary access.

We do not transfer the personal data you supply to us outside of the EEA.

Your rights

Everybody has rights relating to their own personal data, and that includes you! You have the following rights about your personal data:

- a) Asking for a copy of the information we hold.
- b) Asking to correct any information we hold which may be wrong.
- c) Objecting to or requesting the erasure of your personal data
- d) Requesting we port your data to another organisation
- e) Not to be subject to automated decision making.

Although you can ask for all of these things, we will not be able to uphold these rights in every situation. Should you want to enforce any of your rights above please contact privacy@sufc.co.uk.

You can also complain about the use of your information to the Information Commissioner, if you would like to do this, we would like you to let us know first so we can try to rectify the problem first. If you would like to complain to the Information Commissioner, you can find her website here: www.ico.org.uk.