

Privacy notice for Employee, Candidate, Volunteers and Authorised users at Seashell

In addition to the [Seashell Privacy Promise](#) this notice further explains the use of your data when working at Seashell.

Your personal data we process

We hold personal information about you whilst applying/being employed/volunteering at Seashell. We also have to collect information about you from some other organisations too for example previous employers, regulators and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details, identification, emergency contact details, next of kin details,
- Your recruitment application, CV and any assessments, referees and references
- Your recruitment internal and external assessment results, test results, profiling results
- Your applications for DBS, and criminal records declarations, annual employee declaration
- Your marital status, nationality, gender identity, health information, your preferred identifiers - for your employee record
- Your application form, contract and any amendments correspondence e.g. questions from you, pay changes.
- Human resources lifecycle interactions, including correspondence and applications e.g. family friendly, learning and development, reward and benefits.
- Your right to work status for recruitment and whilst in employment. Your annual declaration
- Your salary, payroll details, pension and bank details, benefits - including death in service and pensions, family information related to this, expenses, NI details, tax status.
- Your total benefits package, including participating via salary sacrifice.
- Your central government commitments via Department for Work and Pensions, e.g., child support, attachment of earnings
- Your qualifications, internal and external, assessment results, certificates, and awards
- Your apprenticeship participation, progress, completion, and results
- Your professional registrations - as part of the roles you are completing at Seashell, or as a professional in your field.
- Your time and attendance, holiday, sickness, and other absences, absence reviews, wellbeing meeting notes
- Information needed for compliance and risk management, such as disciplinary records, background check reports and security data, e.g., criminal record checks with the Disclosure and Barring Service, references, online search results.

Seashell Trust

Stanley Road, Cheadle Hulme,
Cheshire, SK8 6RQ

Tel: 0161 610 100

Email: info@seashelltrust.org.uk

Web: www.seashelltrust.org.uk



Working
Towards



Patron: Her Late Majesty the Queen
Chair: Chris Smale
Chief Executive: Brandon Leigh

Presidents: Tim Exell MBE • Baroness Henig CBE •
Lord Lee of Trafford DL FCA • Sir Warren Smith JP •
Christopher Lees-Jones FRICS • Lady Irene Morris

Company no: 014216714
Registered charity no: 1092655
ICO registration no: Z1633500

- Staff survey responses and results
- Your image in photographic and video form- e.g., photos, CCTV when onsite, in-service user progression/ evidence, service user communication devices, identification pass, marketing materials- when consent has been provided in any channel e.g. website and social media.
- Details of any reasonable adjustments support received.
- Details of your appraisals/ performance reviews/ supervisions/ recorded discussions/ performance management improvement plans with you
- Details about you requested in/ provided for a reference.
- Relevant Driving details - when using a Trust vehicle
- Car registration details for parking onsite
- Monitoring of use of our systems in line with our compliance to legislation and operational requirements
- Attendance and absence information, and correspondence
- Information on grievances/ conduct issues/ investigations/ safeguarding concerns, service-related issues/ complaints raised by you or involving you.
- Details regarding your use of our IT, business related systems, social media platforms and communication systems, data loss monitoring
- Any accident/ behavior incidents/ cause for concerns- including low level monitoring/ data breaches or cyber security incidents reported by or involving you.

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of personal data. This refers to information, which is more sensitive to you and therefore needs greater protection from us. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs, religious beliefs Information needed for equal opportunities reporting - following the Equality, Diversity and Inclusion policy.
- Trade union membership
- Criminal records information including results for Disclosure and Baring Service checks.
- Fitness to work, occupational therapy support recommendations, referrals, and results
- Medical details related to reasonable adjustments for you.
- Information about any medical conditions, correspondence with your GP
- Information about your medical diagnoses and medical history, your reasonable adjustments
- Photographs and recording
- Historical Covid related data - Your information required during the Covid pandemic, immunisations, vaccination status, additional health issues for risk assessments.

Why we use this data

We use this data to:

- Manage your application to join Seashell, support you during the recruitment and onboarding process.
- Communicate with you during your recruitment and during employment.
- To contact your referees during recruitment

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- Deliver compliance for employment and ongoing, e.g., Disclosure and Barring service, proof of registration with professional bodies, specifically linked to continued employment.
- Contact you to plan operational shifts where appropriate.
- Support your learning and development, including accessing of apprenticeship levy funding schemes.
- Provide access to learning and development, and HR systems.
- Keep you safe and support you, for example during an episode of illness requiring medical or therapy intervention, in any employment related accident or when you were a party in a service user behaviour incident, reasons for absence, support your reasonable adjustments commencing and during employment.
- Support your needs whilst in employment, accessing features of employment available to you Family Friendly - maternity, paternity.
- Managing and supporting absence including sickness payments, reasonable adjustments
- Manage your total benefits package for example payroll, pension contributions etc.
- Keep in touch with you when we need to
- Manage your personal development, and if linked to achieve externally accredited qualifications.
- Get in touch with you and your representatives if required.
- Check how you're progressing against your performance objectives and evidence progress.
- Track how well the services are performing.
- Look after your wellbeing.
- Identify continuous improvement in our services and pursue legitimate interests of the organisation.
- Deliver our services in line with regulatory frameworks e.g., Ofsted, CQC and local authority audit requirements.
- Manage your data - retention of data recorded to deliver our services.
- Investigate grievances/ conduct issues/ safeguarding concerns - including low-level monitoring/ service-related issues/ complaints raised.
- Manage data breaches and/ or security incidents.
- Monitor and manage access to our systems and facilities, to protect our networks and our service users, ensure security and data policies are adhered to, to ensure Seashell information is kept confidential, to meet legislation requirements for example Keeping Children Safe in education 2024, computer mis use Act 1990, Data Protection Act 2018
- Manage any insurance claims related to or involving you whilst employed.
- Receive legal advice related to scenarios that you are involved in.
- For any scenarios related to your health, this will be done with your consent, unless it is required to protect your health in an emergency.

Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

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If this changes in the future, we will update this notice in order to explain how we do this to you, including your right to object to it.

Why are we allowed to use your data?

We only collect and use your personal data when the law allows us to. Most commonly, this is where:

- We need to comply with a law e.g., legally able to work for us, safer recruitment.
- We have a duty to provide it as part of a contract (to pay your salary, and provide your benefits package)
- We have a legitimate interest to use your data. There will be a minimal impact on your privacy and we have a strong reason to use it during you joining us, working for us and for a period of time after you have left (for example to support your learning and development)
- Public Interest - to perform a task in the public interest that is set out in law - e.g., reporting of infectious diseases.

Less commonly, we may also collect and use your personal data in situations where:

- We have obtained your consent to use it in a certain way.
- We need to protect your (or another persons') vital interests (i.e. in a medical emergency).

Where we have obtained consent to use your personal data (e.g., for use of images), this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way.
- We have a legal obligation e.g., employment legislation, safeguarding legislation, data protection legislation.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The information has already been made obviously public by you.
- We need to use it to make or defend against legal claims.
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.

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Collecting this information

Whilst the majority of information we collect about you is needed, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is needed or optional. If it is needed, we will explain the possible consequences of not providing it to us.

Information is additionally collected from you by Seashell during your employment, following on from that collected during the recruitment and onboarding processes.

How we store this data

We keep personal information about you while you are employed at Seashell. We will also keep it after you leave if this is necessary, in order for us to comply with our legal responsibilities.

In general, we will try to keep data only for as long as we need it and will securely destroy it afterwards.

You can request details about the applicable retention schedule by contacting the Information Management Governance and Change Manager.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns, complaints.
- Your representatives where applicable
- Educators, examining bodies.
- Accreditation organisations, background check and reference providers
- Recruitment agencies - if that is how you begin your journey to join Seashell.
- Government agencies e.g., Department for Work and Pensions, Ministry of Justice - Jury Service, Immigration Services, Home Office, Access to Work, Health and Safety Executive
- Total benefit package providers where you apply, or opt in, including pension providers, insurance scheme provider - death in service benefit.
- Regulatory bodies - CQC, Ofsted, NMC, HPCP, central government - qualified teacher status
- NHS - services for emergency health support
- Suppliers and service providers. We have a contract with these services to make sure your personal data will be kept securely and only in agreement with scope that is necessary.
- Professional advisers and consultants, legal services and insurance companies. Auditing - including financial and compliance, which includes auditing payroll accounts.
- Police forces, courts, tribunals, safeguarding board
- Occupational health provider/s and/ or physiotherapy services

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- Disclosure and Baring Service
- Your union - where you have joined to make a payment.
- Partner event organizers
- Learning and development - online learning service providers, apprenticeship providers- apprenticeship levy, apprenticeship levy donor systems, training course bookings, 'external' learning providers where you apply to complete a qualification supported by Seashell, CPD providers, personal profile assessments.
- Media, social media channels, publications - where you have agreed on a case-by-case basis with this.

Service providers that process your data

- Civico - For our HR database used to store personal information, manage annual leave and attendance, and payroll.
- Signable - for HR and Recruitment for electronic signatures from you
- Winningtemp - to seek 'employee satisfaction' opinions from the workforce, Great with Talent- for opinions from those leaving Seashell.
- National Centre for Diversity - for collecting staff opinions about Equality, Diversity and Inclusion.
- Survey Monkey - to collect staff opinions, and annual declaration.
- Occupational Health Services - we work with Innovate to ensure that our staff are happy, healthy and supported in the workplace.
- Benefit providers where you have joined - Benenden, Stockport Credit Union, cycle scheme, tech Scheme.
- Interpreter services - we will work with independent interpreter services when required.
- Locktons Insurance -help us to find the best Insurance products on the market for our staff They will also share your data with the insurance providers Aviva UK and I Life
- Pensions - we work with other organisations to enroll you in pension schemes for example Legal and General, Teachers Pension
- Training - we work with a learning provider for mandatory training called Essential Skilz, Skills for Care, Training and Skills Development co, Signature. MIDAS, Manchester First Aid, Signalong, Social TV, NSPCC e learning, Leap 76
- For personal profile assessments Thomas, Belbin, development providers - Coaching Culture, academy of leadership and management, 10X
- Apprenticeship providers - Growth Company, Tutor Care
- Behaviour management accreditation provider- ProactSCIPr
- Our Website, Social Media channels - Facebook/ X formally known as Twitter/ LinkedIn /YouTube/ Instagram
- Employment checks - we work with the Zinc during the recruitment process for the assessment of applicants. Seashell renews the checks every 3 years also for employees.
- Legal services - various

This list is the main service providers and will be updated on a regular basis.

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Transferring data internationally

If we ever have to transfer personal data about you to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

Are detailed in [Seashell's Privacy Promise](#).

To exercise any of your rights, or if you are seeking to access this information on someone's behalf then please contact the Data Governance Lead, see details below.

Contact Us

If you have any questions regarding any of the information in this notice, then please contact the Information Management Governance and Change Manager:

- By email data@seashelltrust.org.uk
- Or in writing to the Information Management Governance and Change Manager, Seashell, Stanley Road, Cheadle Hulme, Cheshire SK8 6RQ

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The Information Commissioner's Office

Are the supervisory authority for data protection in the United Kingdom. If you would like any further information relating to data protection, or after contacting Seashell wish to log a complaint then, please see their contact details in our [Privacy Promise](#).

Retention of information

We manage the retention of your data for this purpose following our retention schedules. If you wish to understand how long certain data is retained contact

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